Zahorneanu Valentin

Business Penmanship Workbook

Iași, România

The 6th of April 2026

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Zahorneanu Valentin

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INTRODUCTION

The Paper.

Print this PDF document in color, on 80 gsm paper, A4 format, on one side only. Bind the sheets on the short top edge with a metal spring.

The Workbook`s position.

Regardless of the angle at which the exercises presented are inclined, the workbook will be placed straight in front of you. If it changes position while you are working on the exercises, you will put it back in its original position.

The writing tools.

All the following exercises will be drawn, mandatory, only with the help of a 0.5 mm mechanical pencil. Use 2B pencil leads. The length of the pencil lead will be neither more nor less than what results from 3 presses of the pencil mechanism. If the lead breaks, it means that you pressed the pencil too hard on the paper.

Propel the lead by pressing once again for three times upon the pencils mechanism and continue your work.

The arm movement.

While solving the exercises, nothing else should touch the page except your pencil lead. Neither the forearm should touch the desk, nor should the fourth and fifth fingers touch the paper while solving the exercises. In other words, the entire arm should be in the air, above the desk. Keep your back straight and your shoulders at the same level. Be aware of your body position at all times. This is much more important than the writing itself.

How to practice.

While solving the exercises, the pencil will not be removed from the paper at all, except after completing each exercise. You will perform 20 repetitions in the direction indicated by the arrow. Try to keep your pencil lines inside the lane. Hold the pencil in place for two seconds before changing direction while solving the exercises. On page 23 you will go from left to right for each row of exercises, then move on to the next row below.

Progress record.

You will write down at the top the date, day and time you will complete the exercise, to encourage you to continue training the next day.

Pause and recovery.

Warm-up exercises has to prepare you for the letter writing chapter. Tracing these exercises will make you feel that muscles literally warm up. If instead of this slight warming sensation you feel your shoulder or back hurt, take a brake every time you feel the need. Do not push yourself to finish the exercise if you crossed your patience limit. Keep yourself calm and consequent. Pick up the pencil every single day.

Expectations.

After completing all the exercises proposed in this workbook, you will be able to:

- control the muscles of the shoulder and forearm in order to trace small letters on a large scale, on A4 paper.
- control the pressure exerted on the paper with the writing instrument
- gain more freedom of movement for the entire arm while writing
- move the arm according to the proper writing rhythm of each letter.

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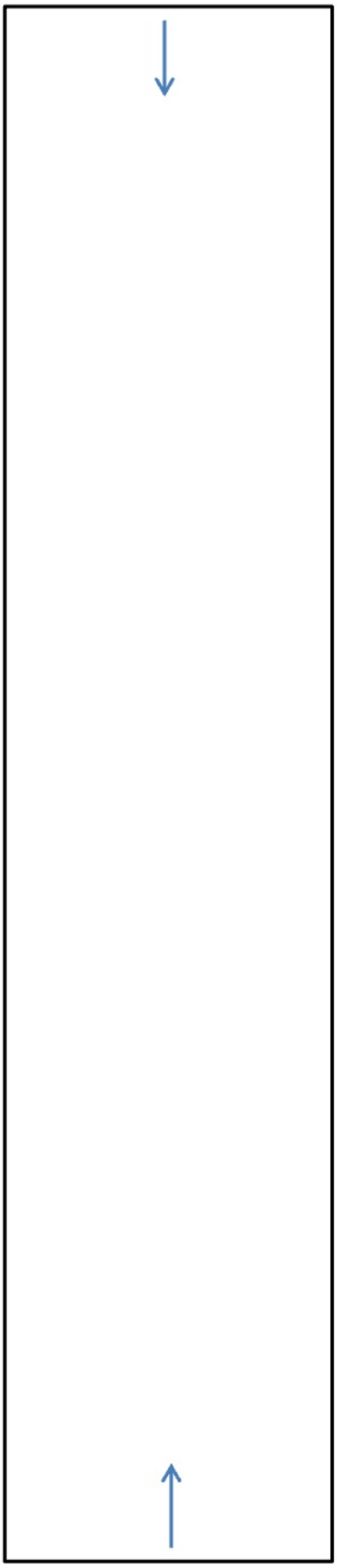
18 WARM-UP EXERCISES



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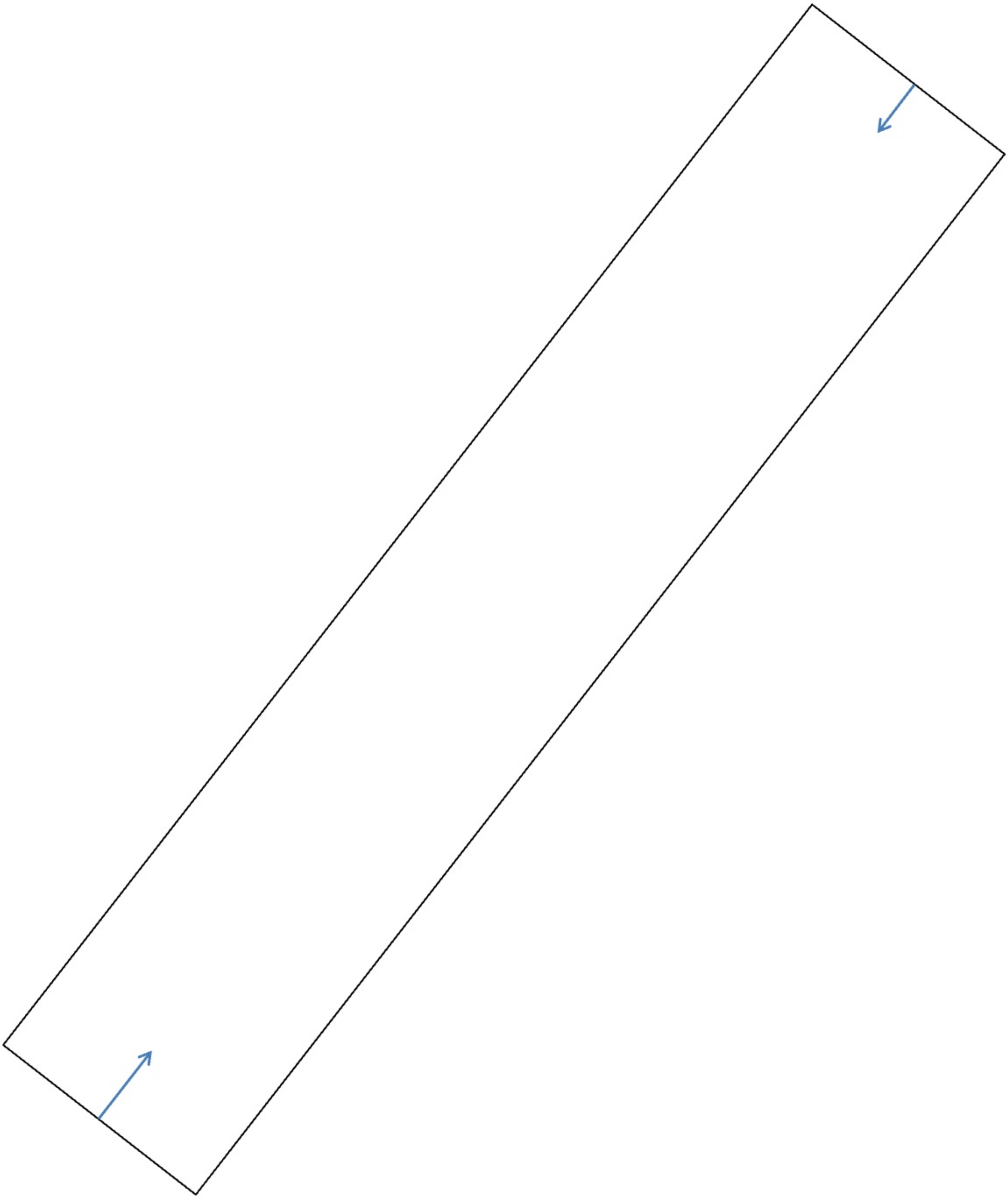

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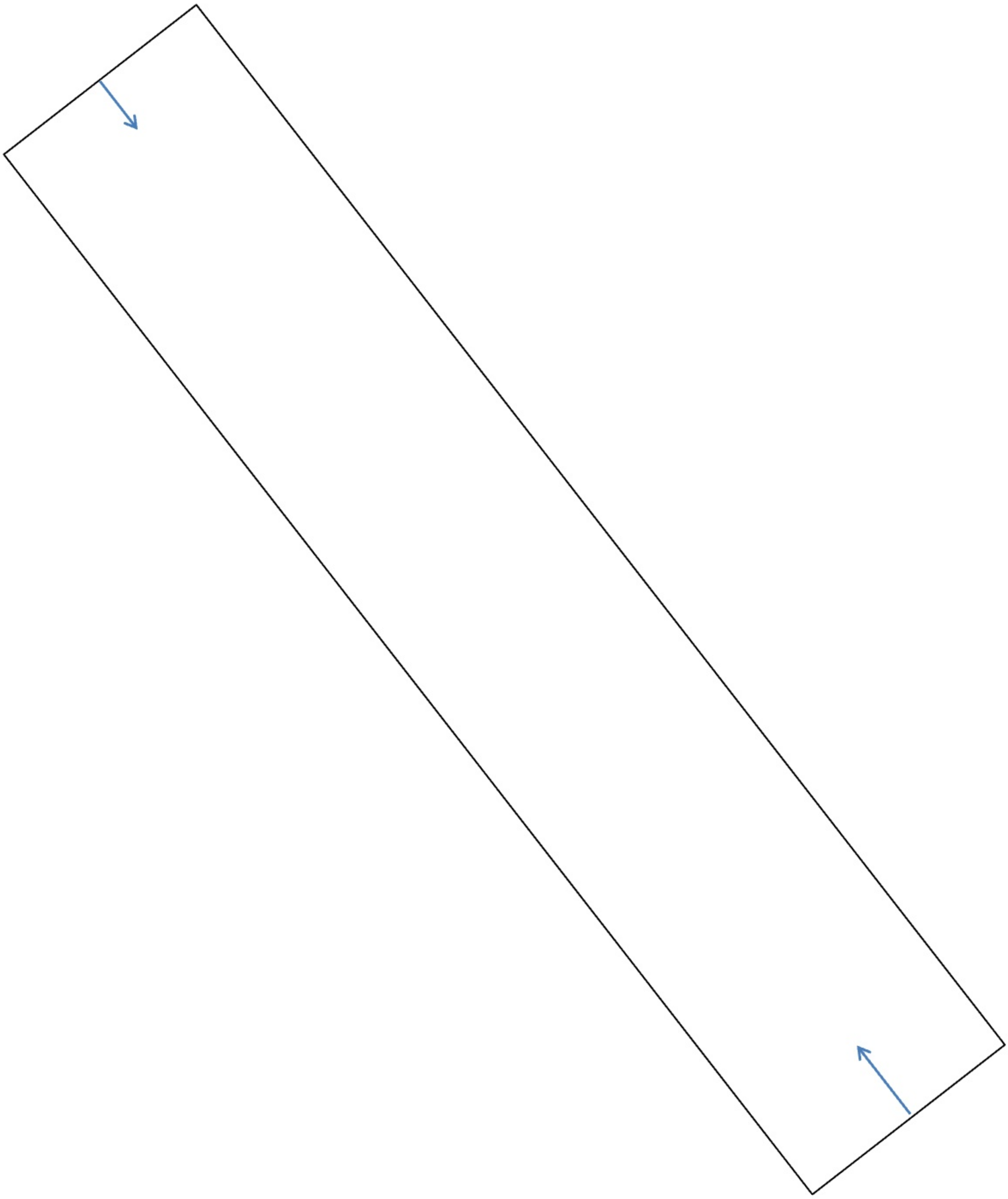

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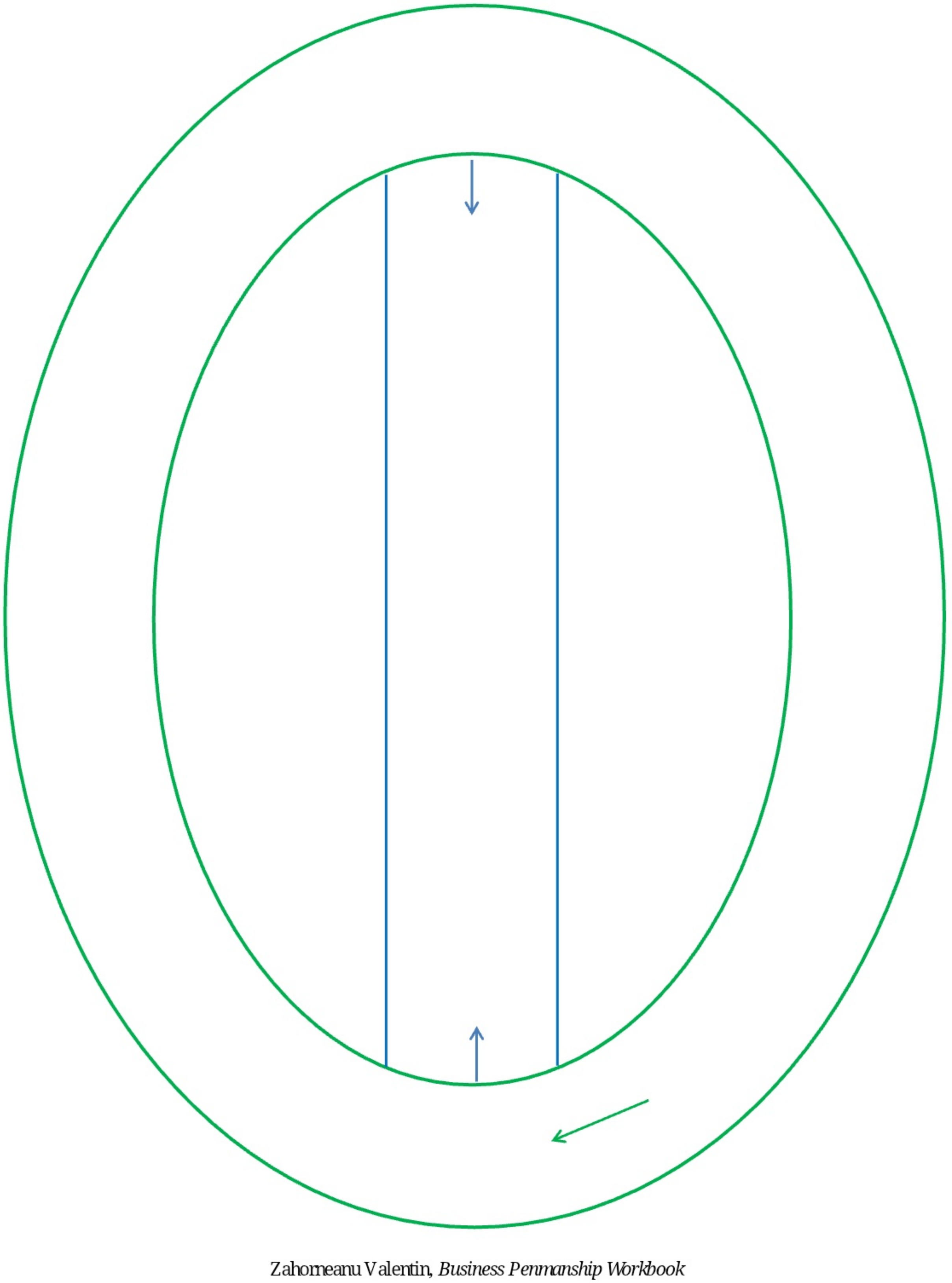

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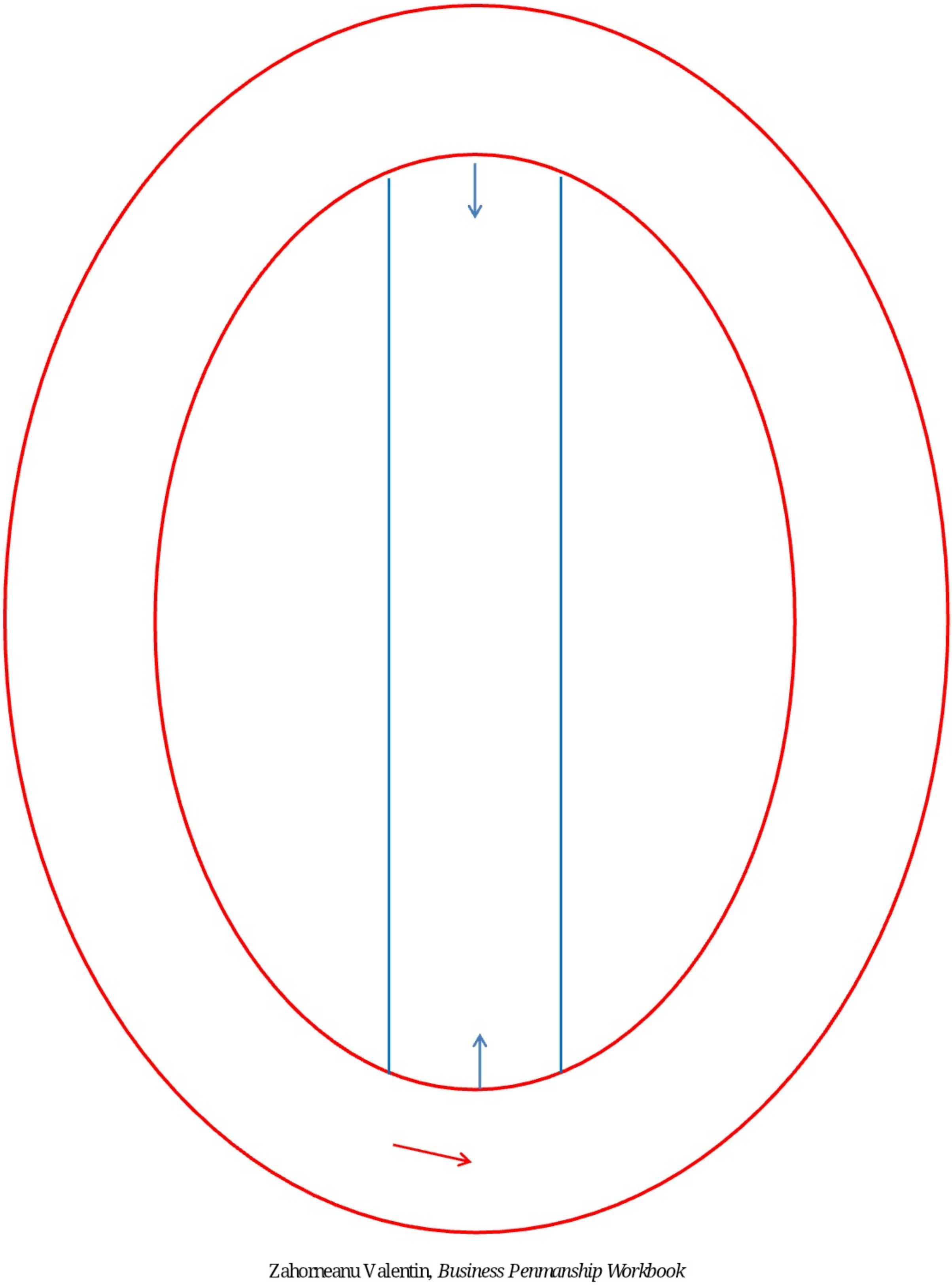

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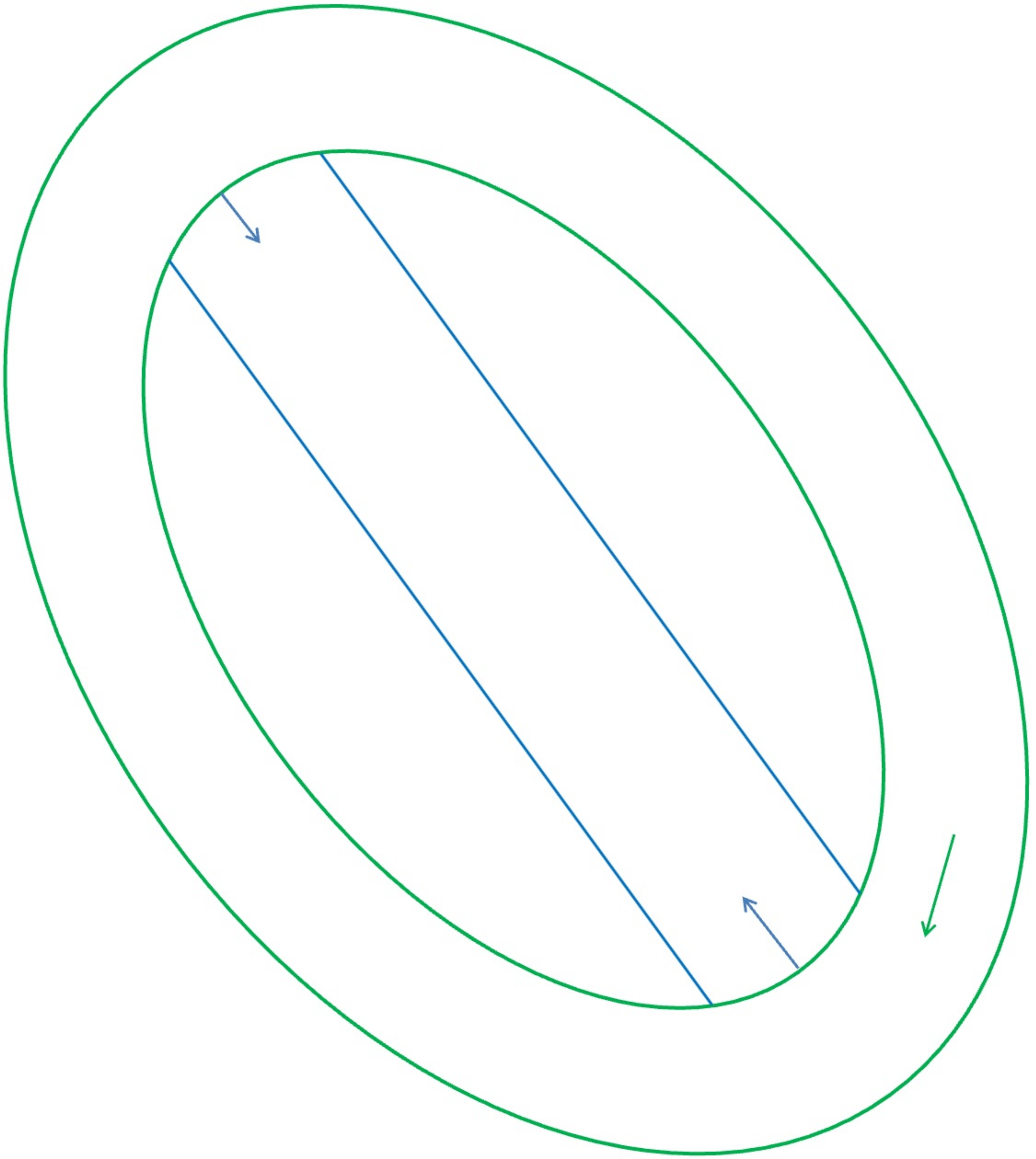

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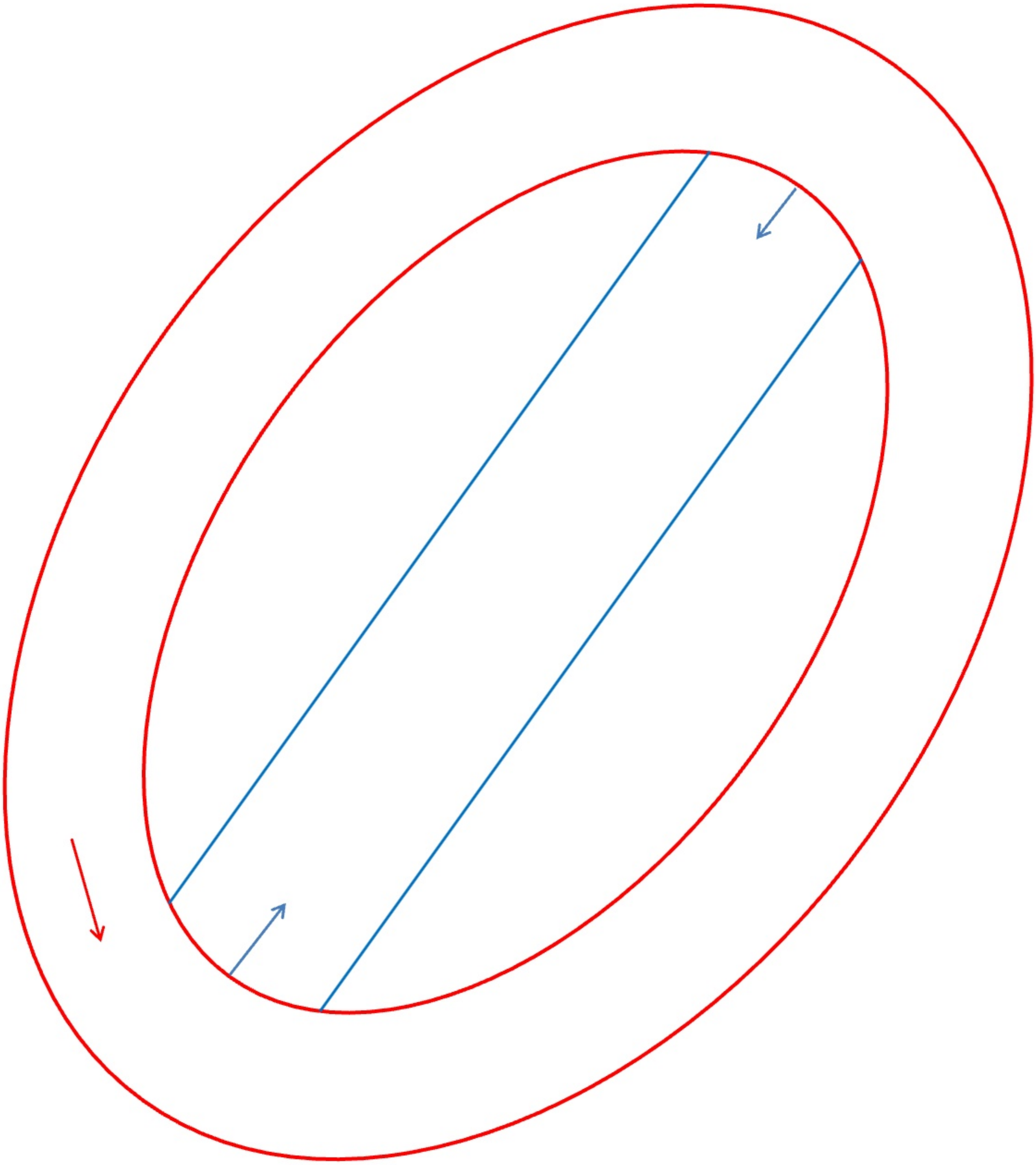

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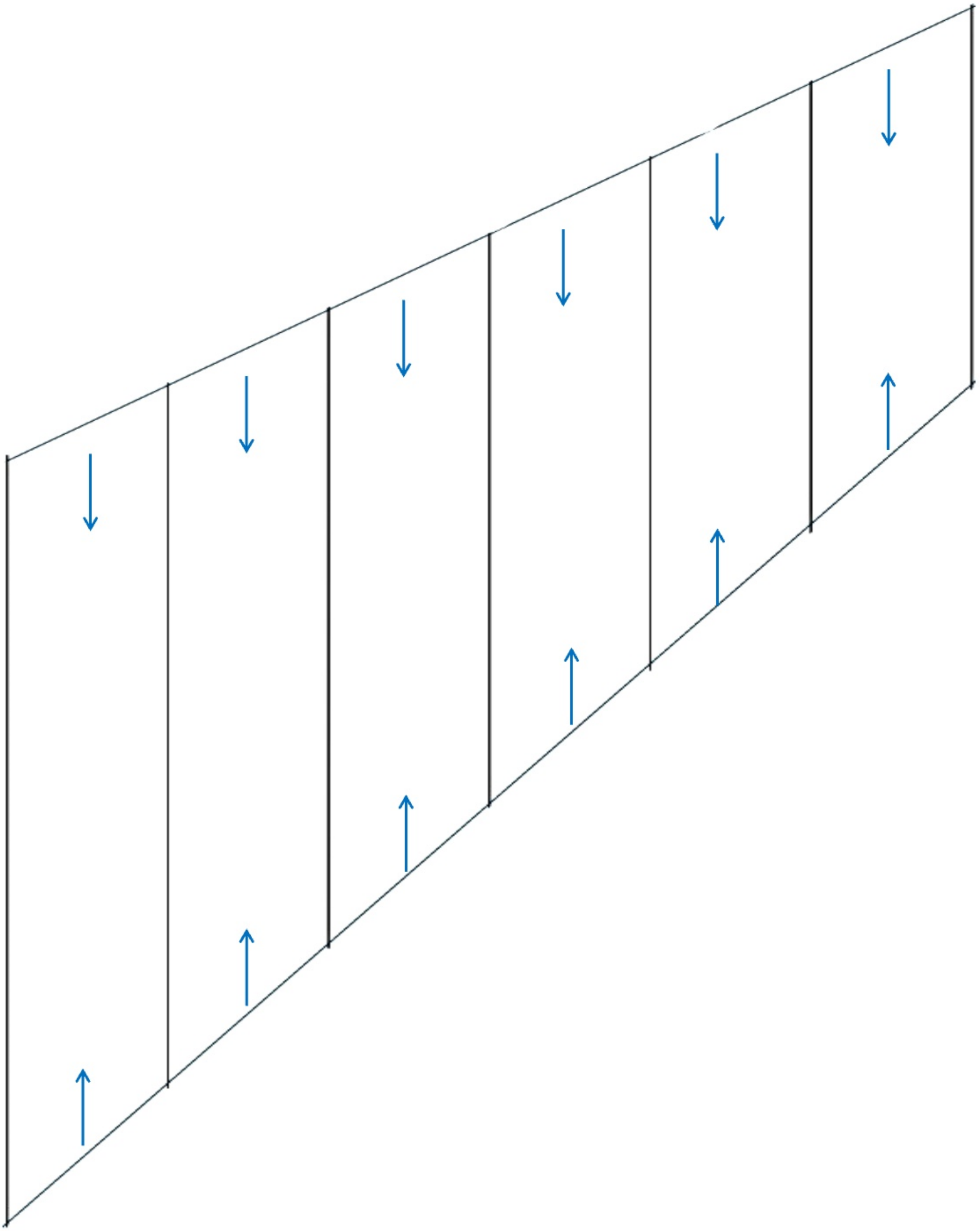

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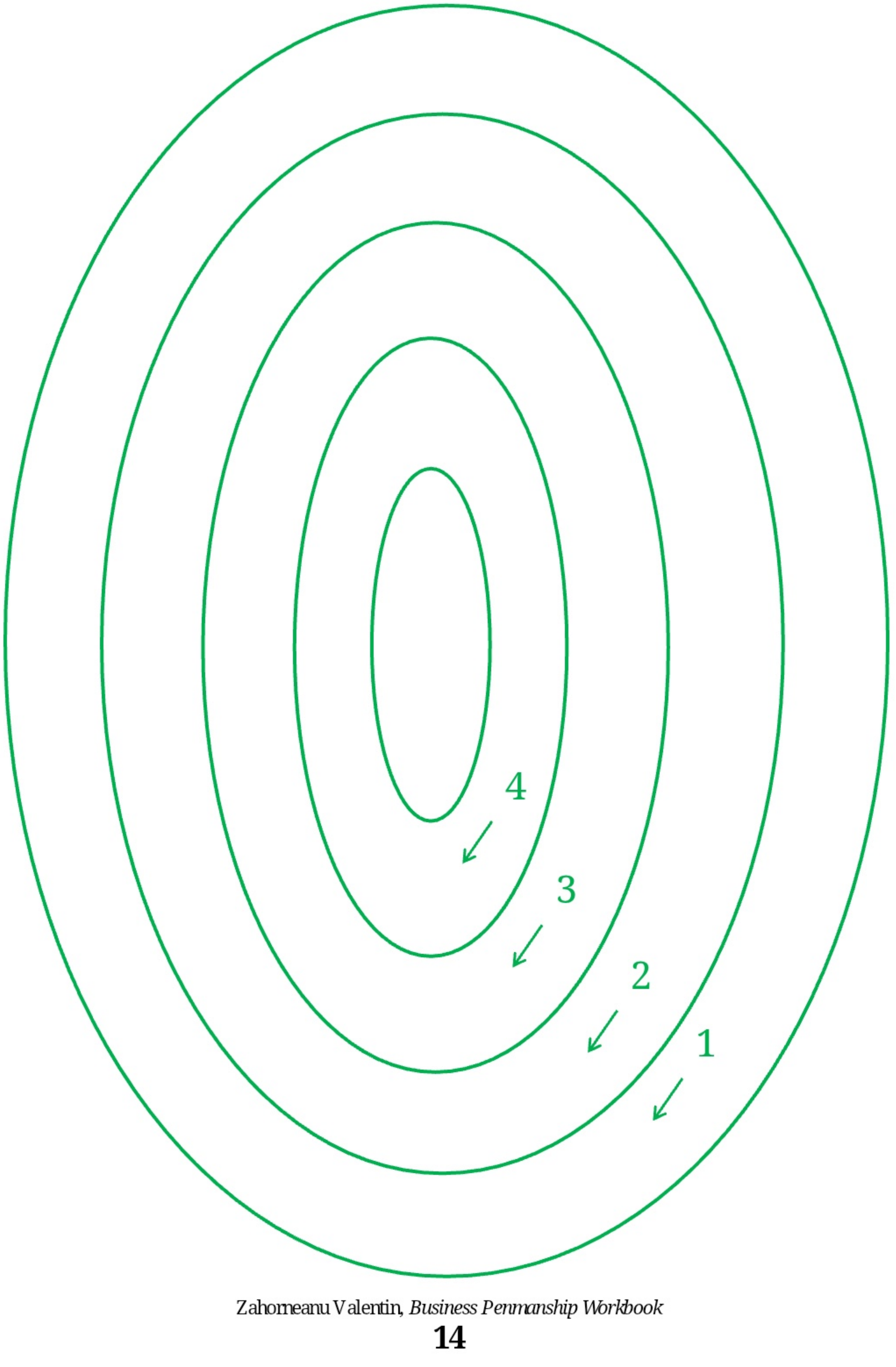

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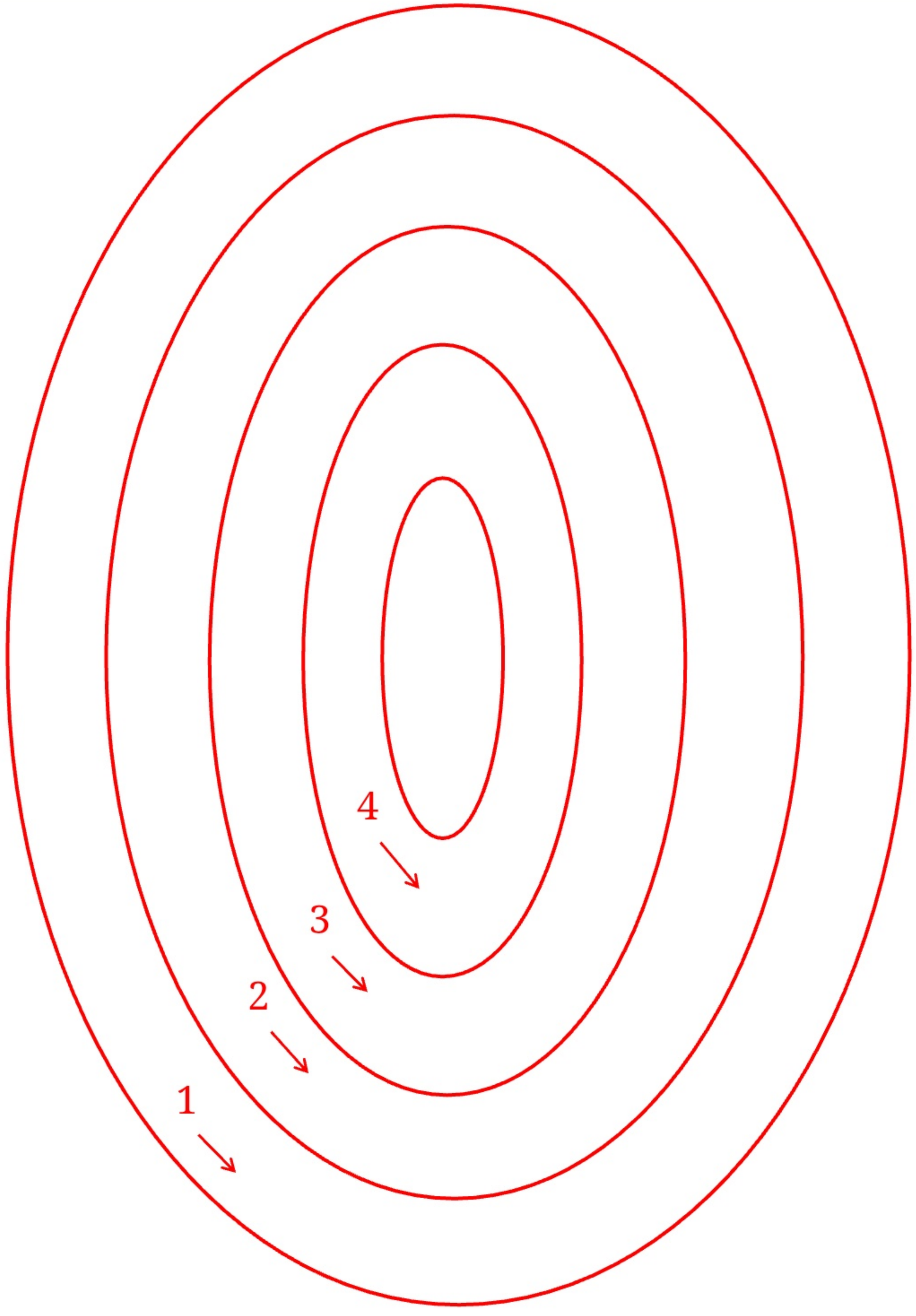

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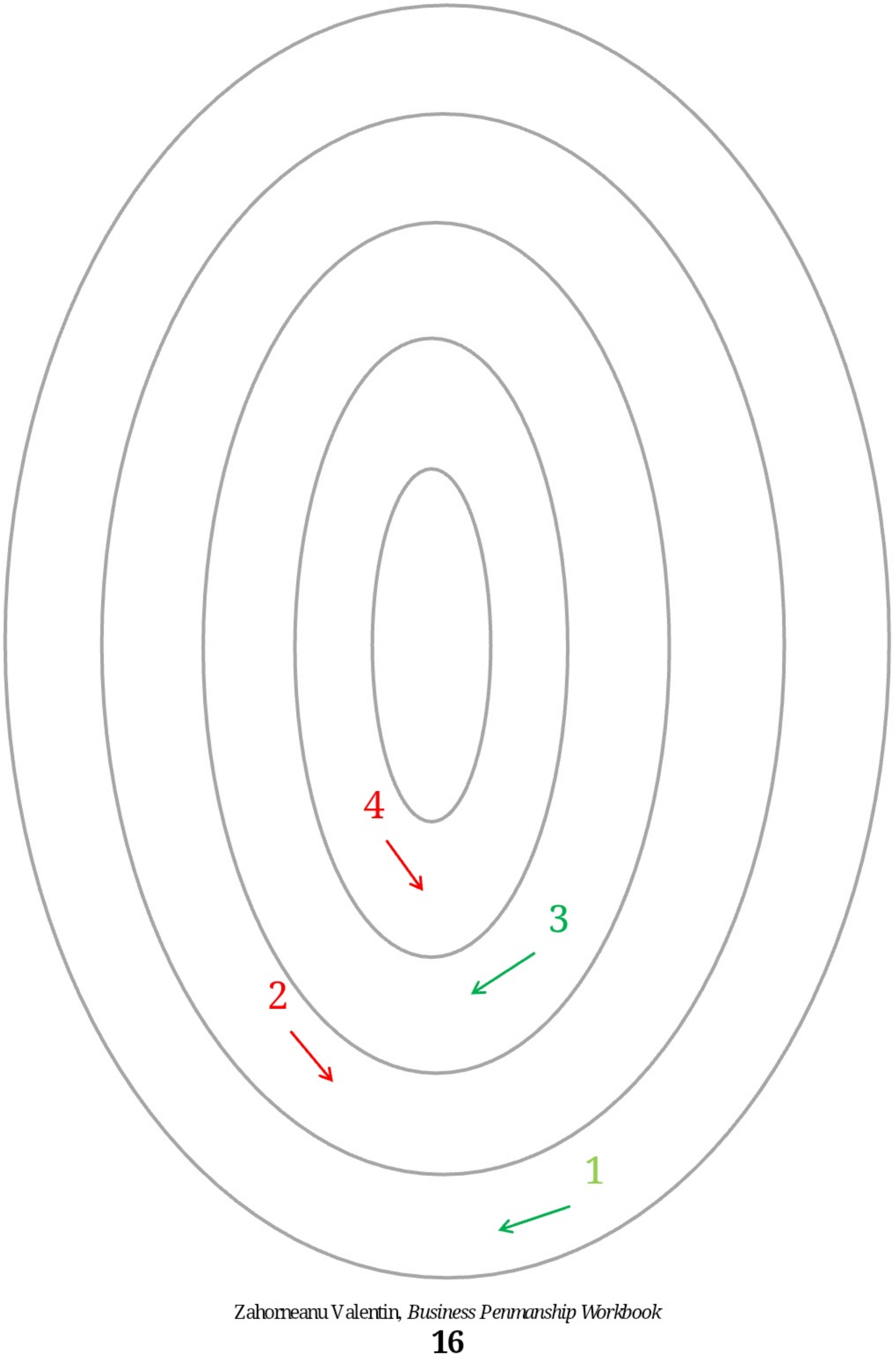

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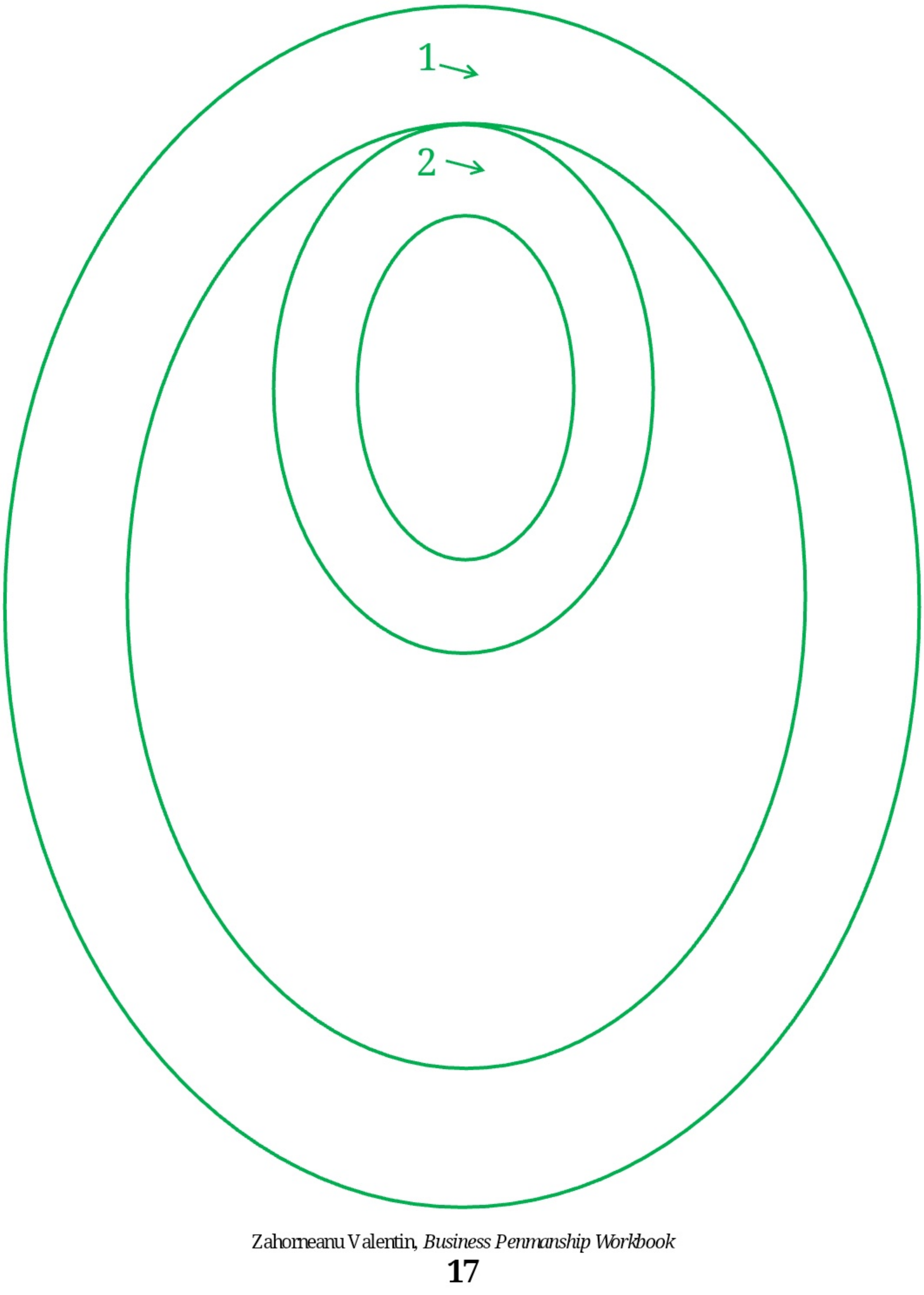

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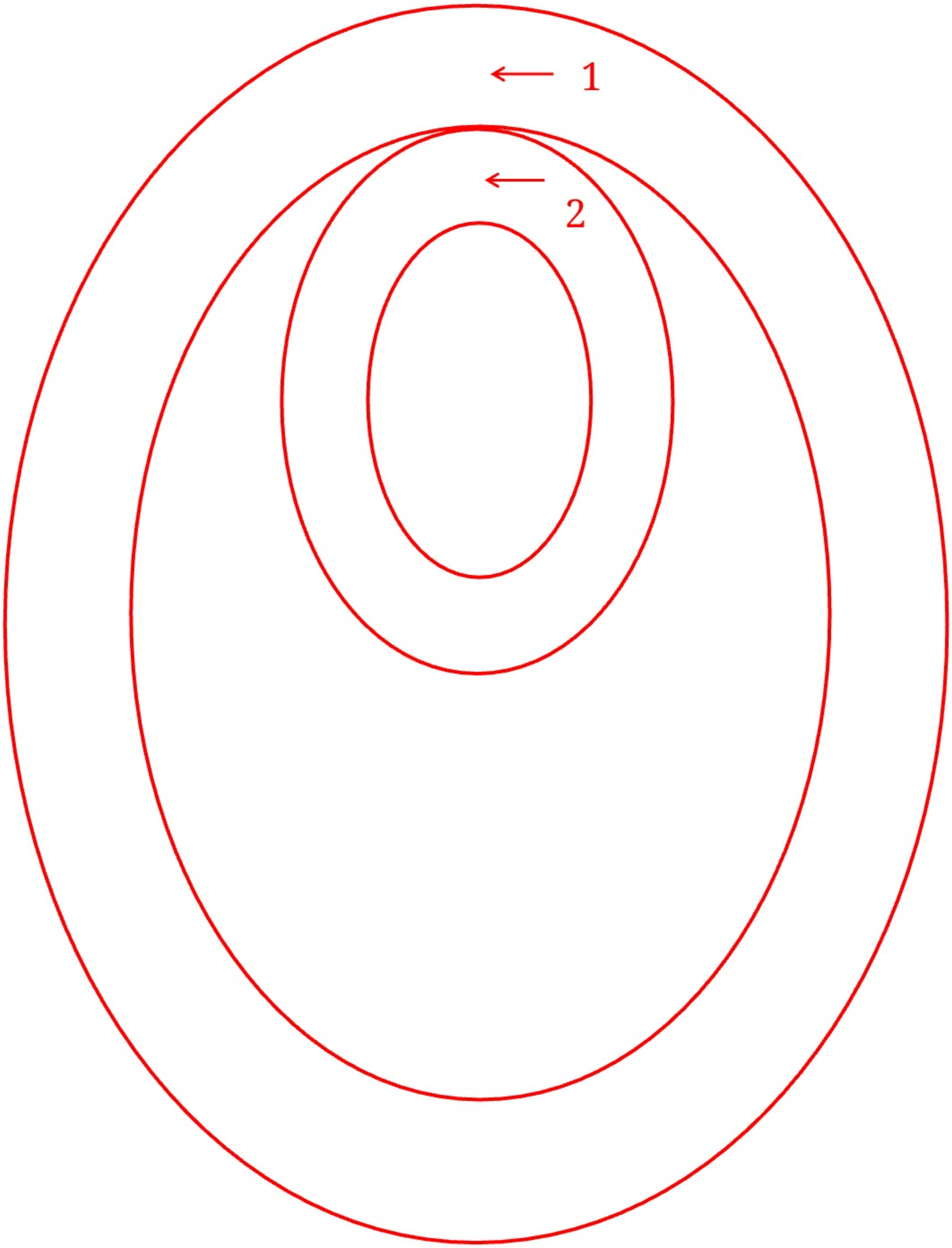

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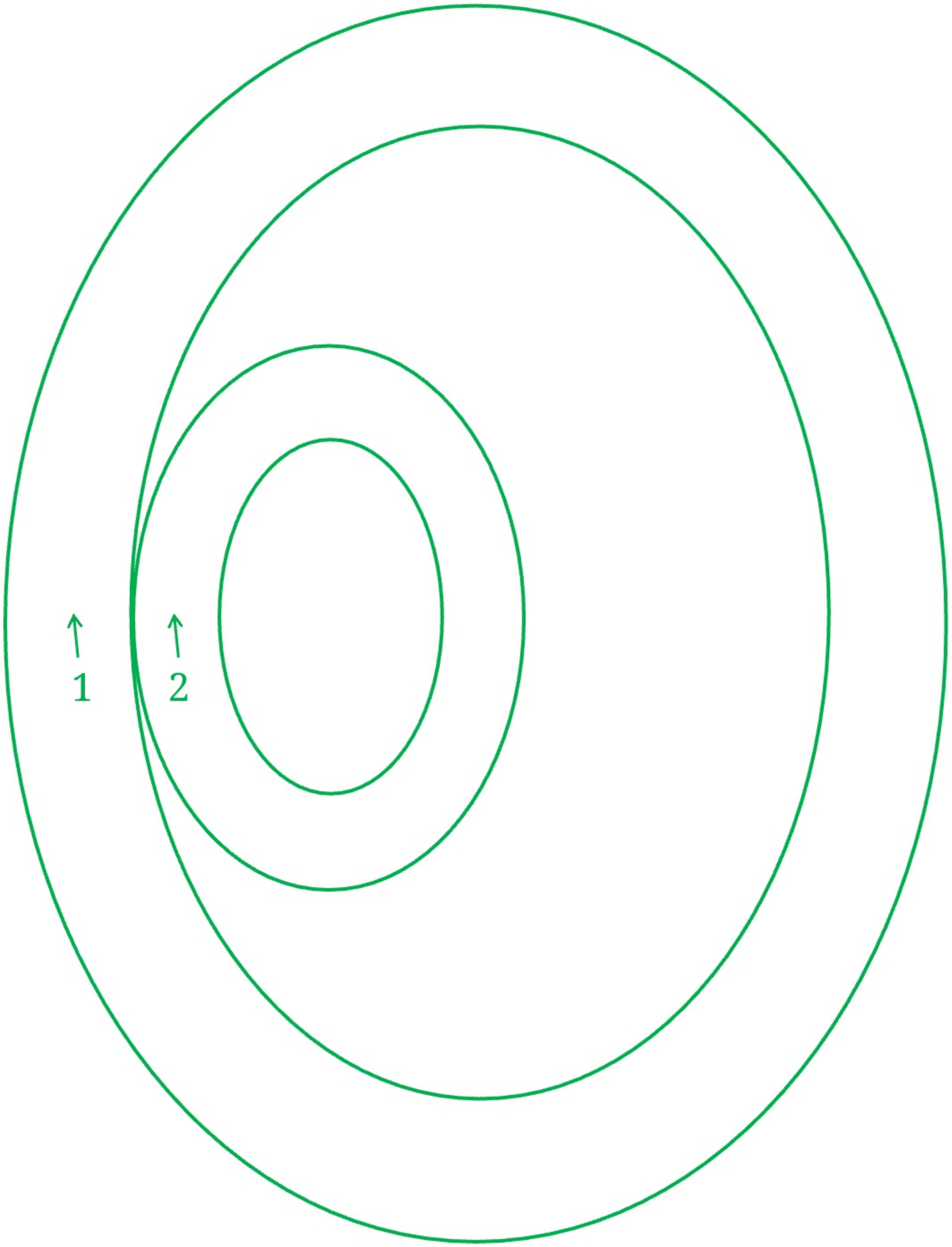

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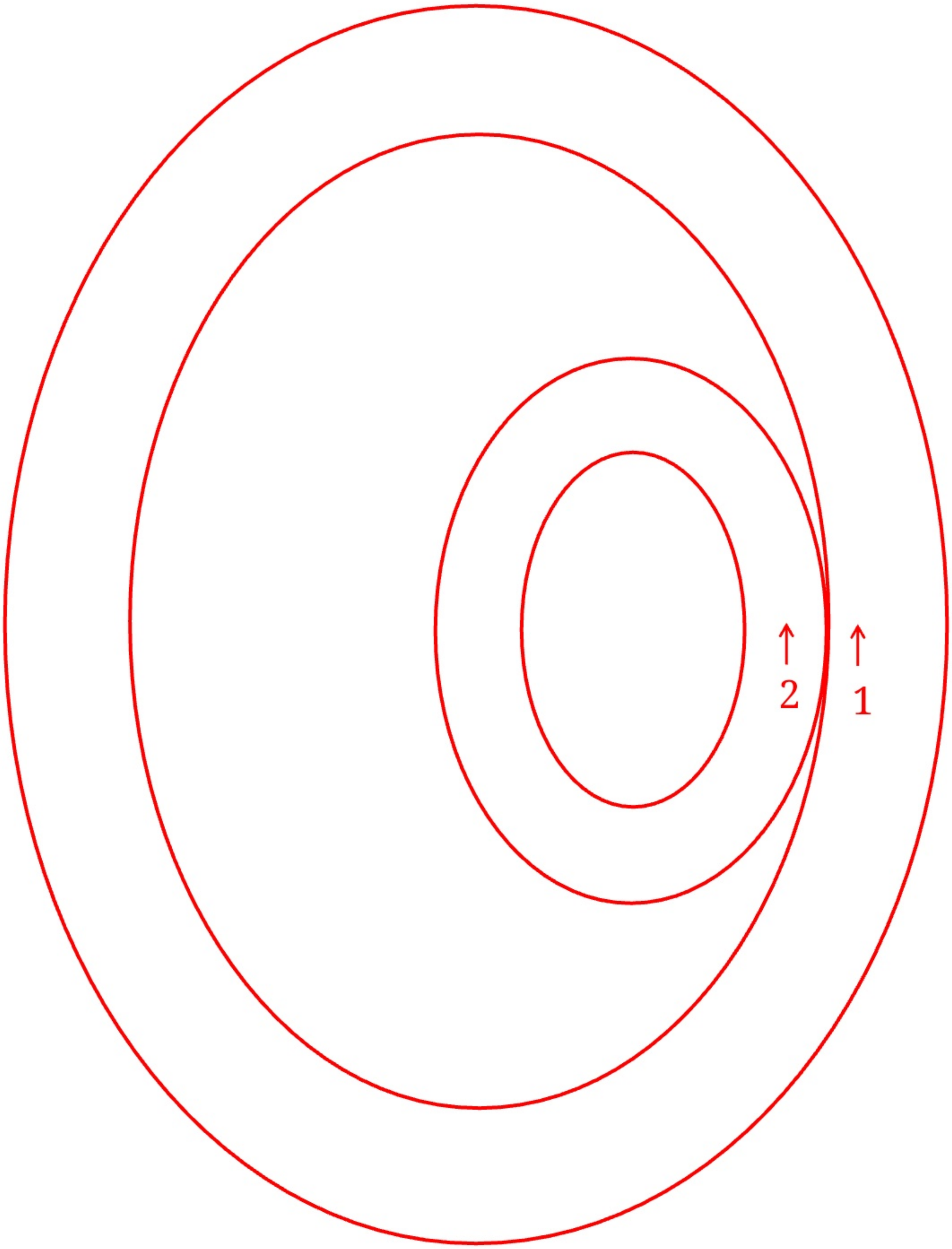

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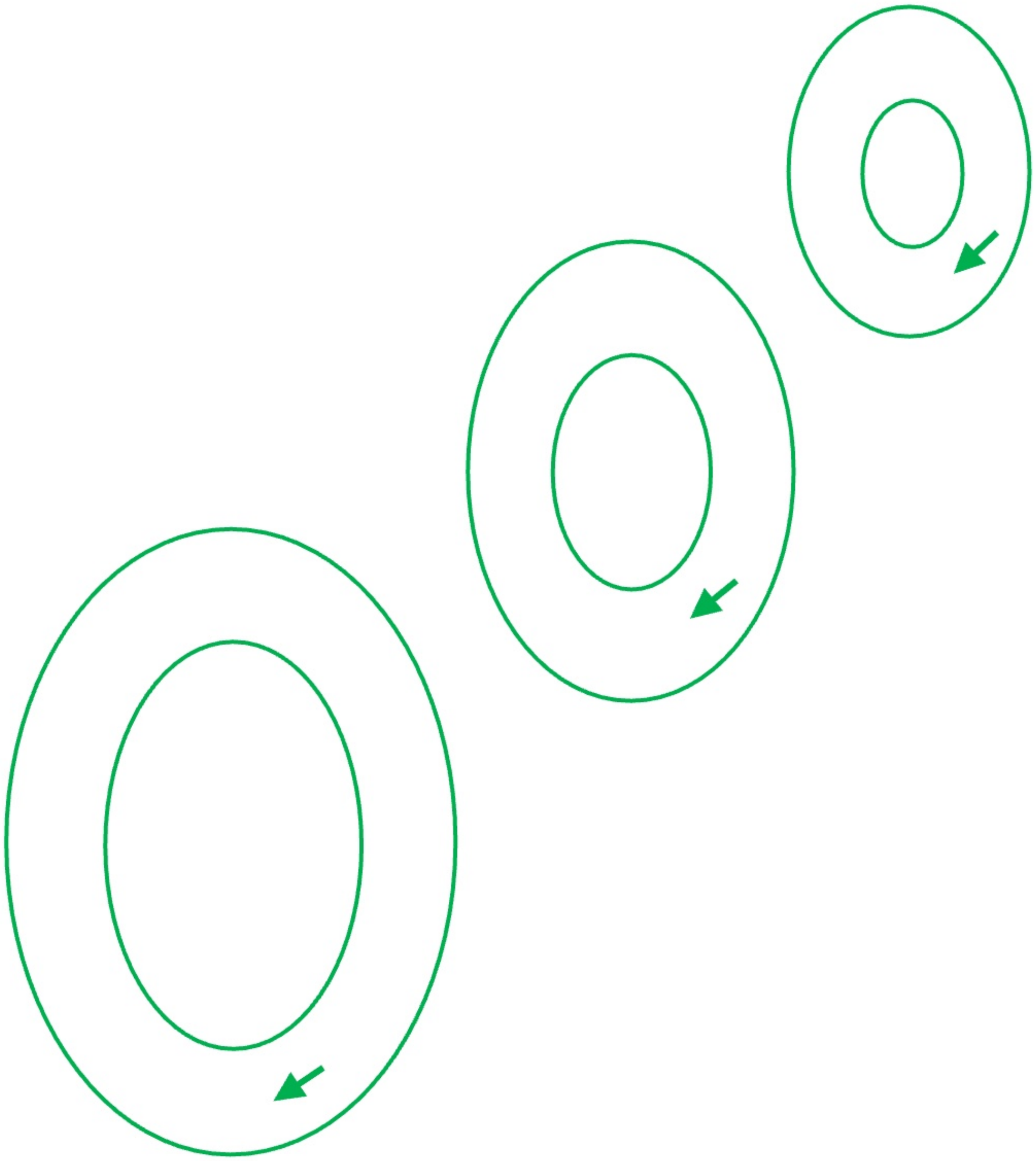

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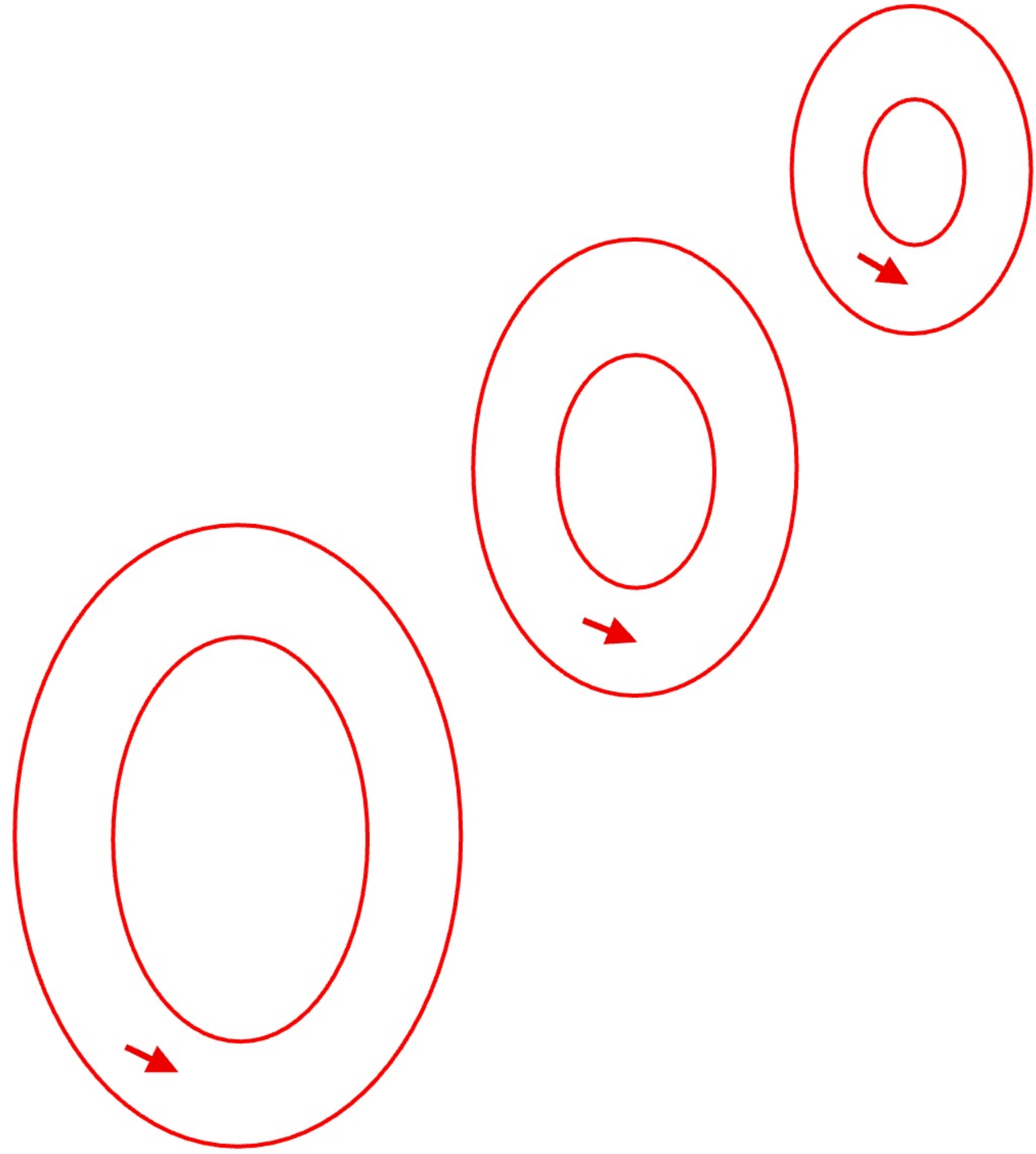

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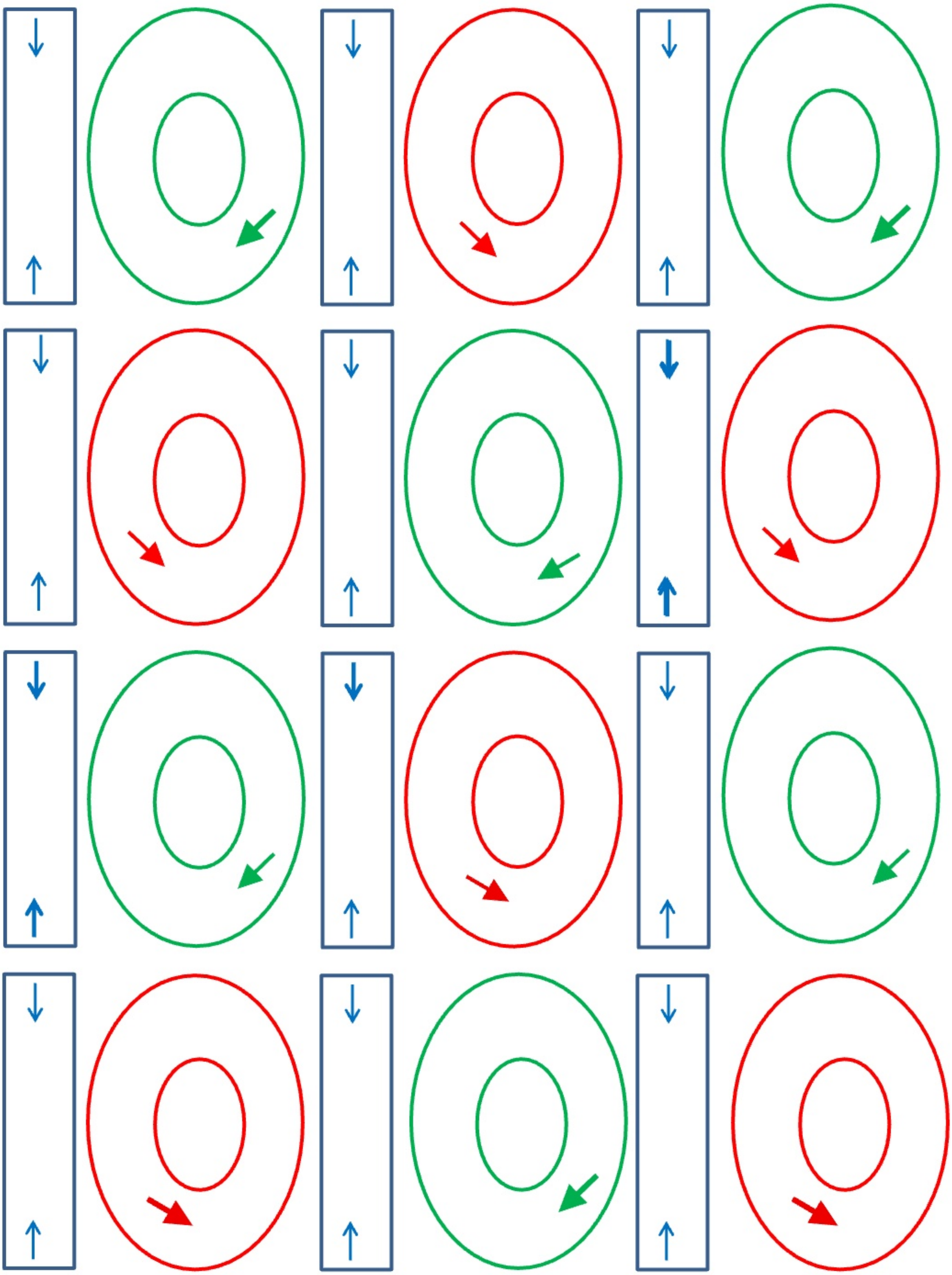
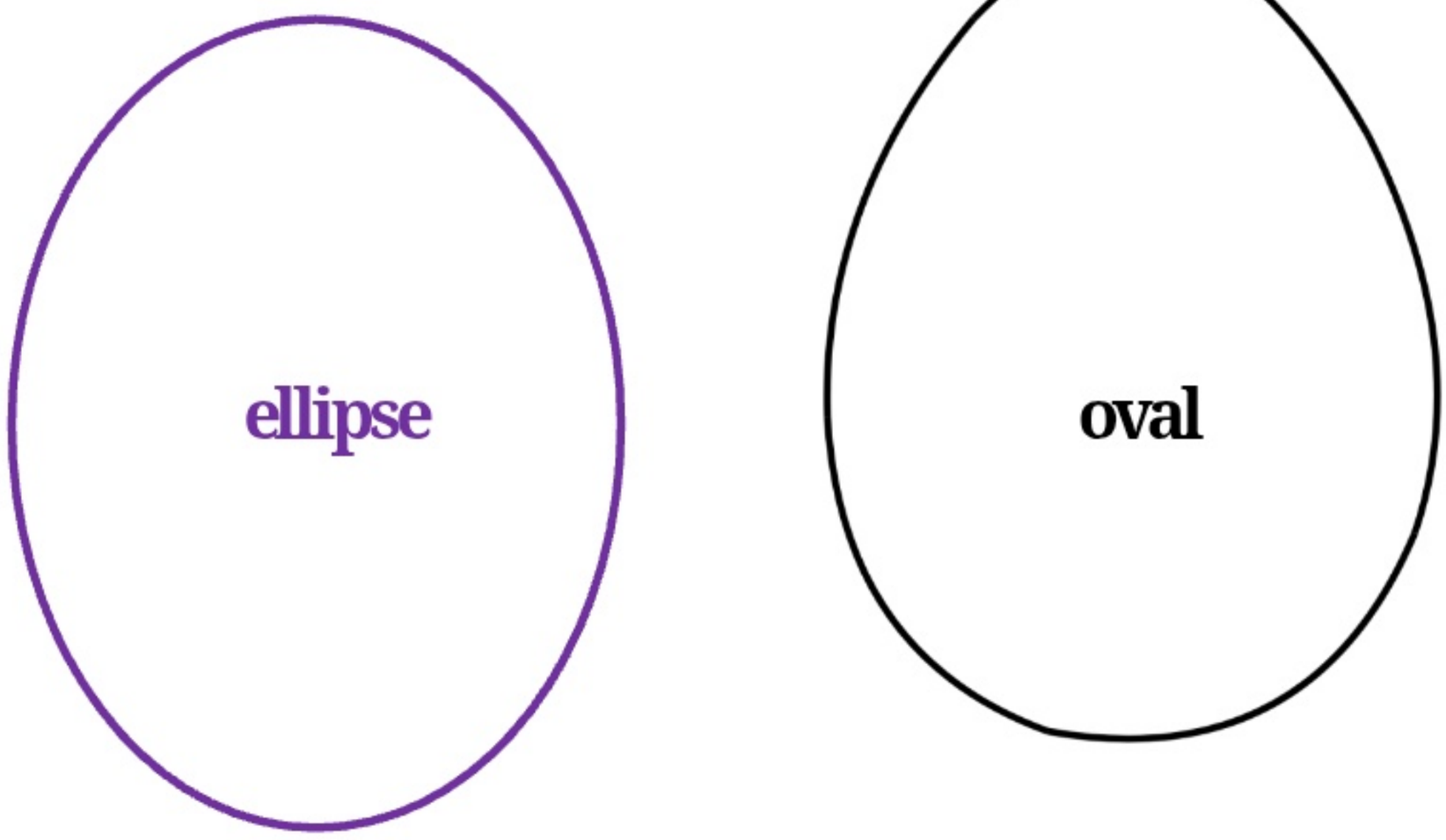


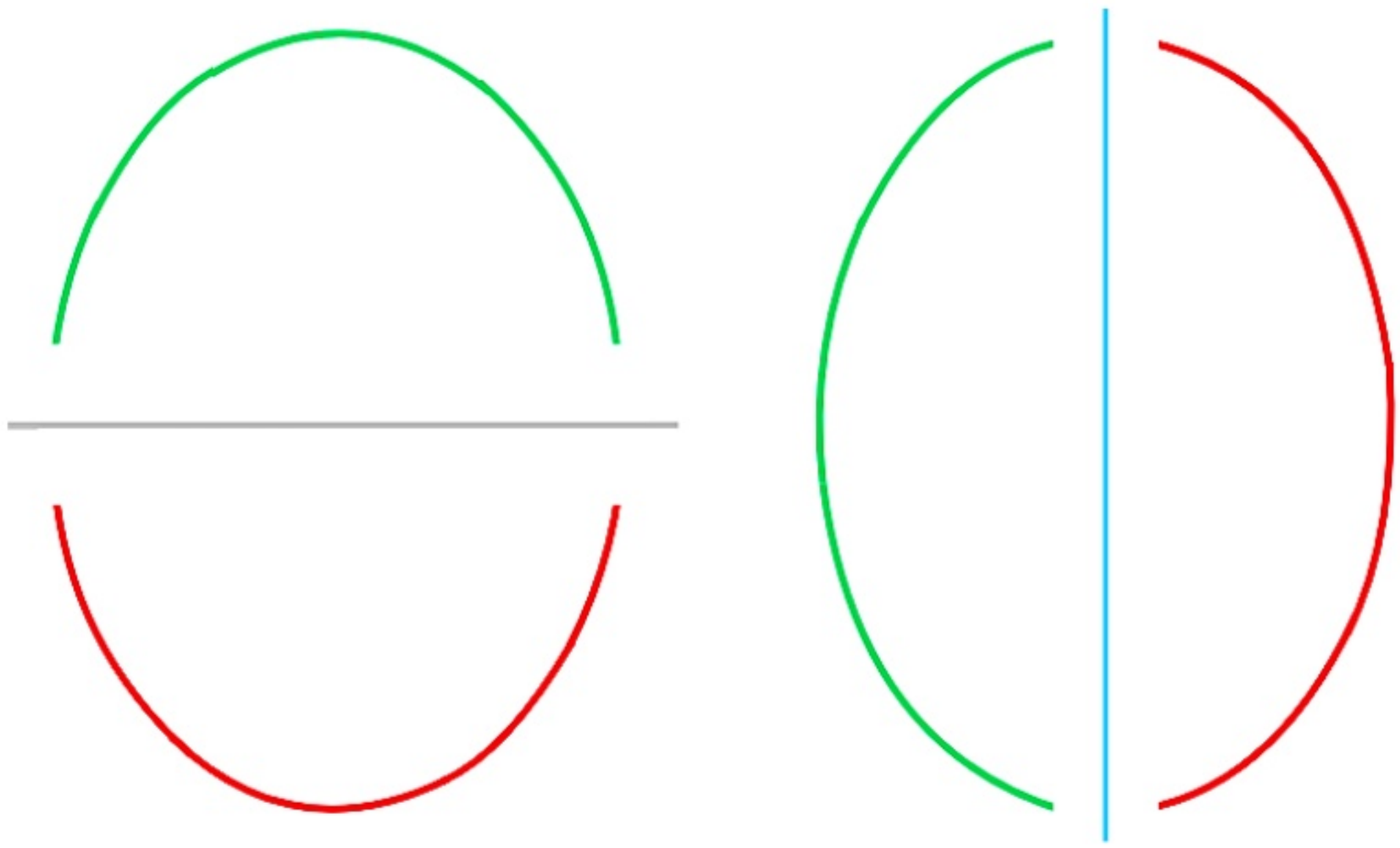
THE ELLIPSE

In business penmanship, the ellipse is the main element that forms the lowercase letters.

It is important to know from the beginning that the ellipse is different from the oval:

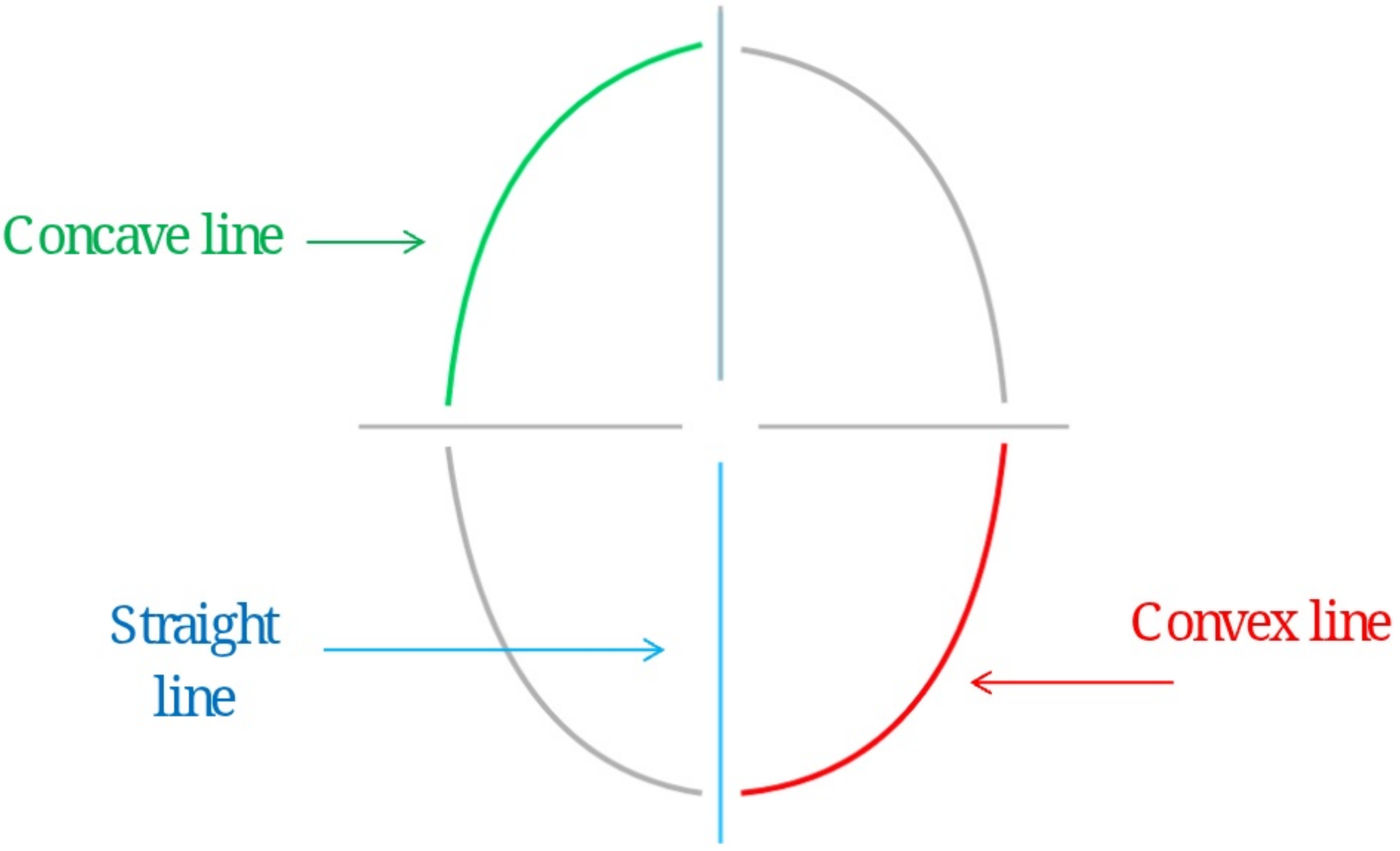


Ellipse has two axes:

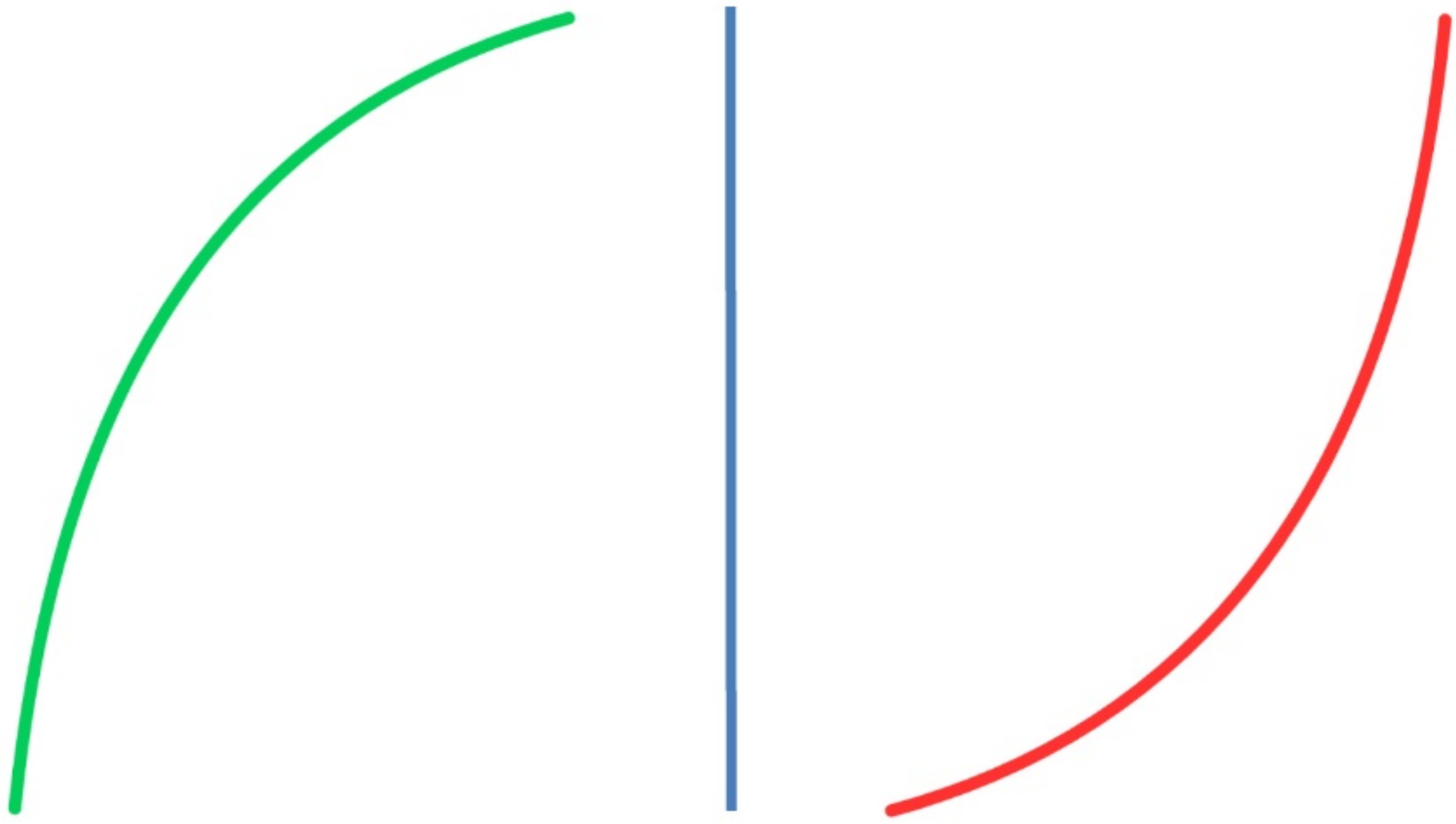


MINOR AXES MAJOR AXES

By intersecting the two axes, the following three types of lines result:



These three lines contribute to the formation of lowercase letters.



SMALL LETTERS

I organized the 26 letters into 5 groups, as follows:

-group 1 (i, u, w, e, c, s, r)

-group 2 (n, m, v, o, a, x)

-group 3 (t, p, d, q)

-group 4 (l, b, h, k)

-group 5 (j, y, g, z, f)

I reserved two pages for each letter:

- the first one is only informative: the lines that make up the letter are shown (do not draw anything on this page).

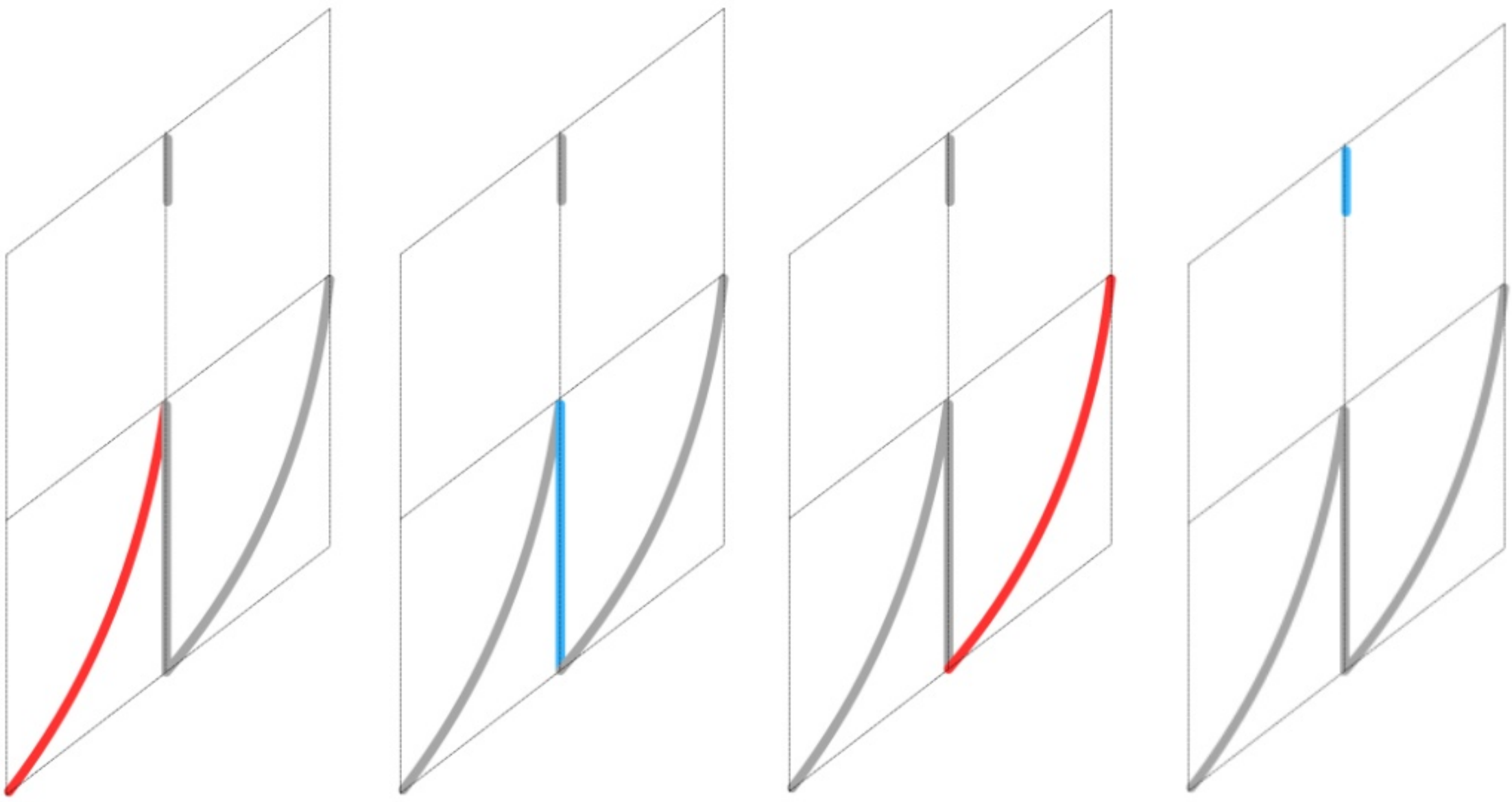
- the second page shows the letter in gray and the arrows indicating the order in which you will draw.

You will place the tip of the pencil directly on the gray outline of the letter, following the direction indicated by the arrows, in their numerical order. Do not forget to stop for 2 seconds before changing direction while solving each exercise.

Punctuation marks (dotting the i or dashing the t) will only be drawn after you have completed the number of repetitions.

Group 1

i u w e c s r



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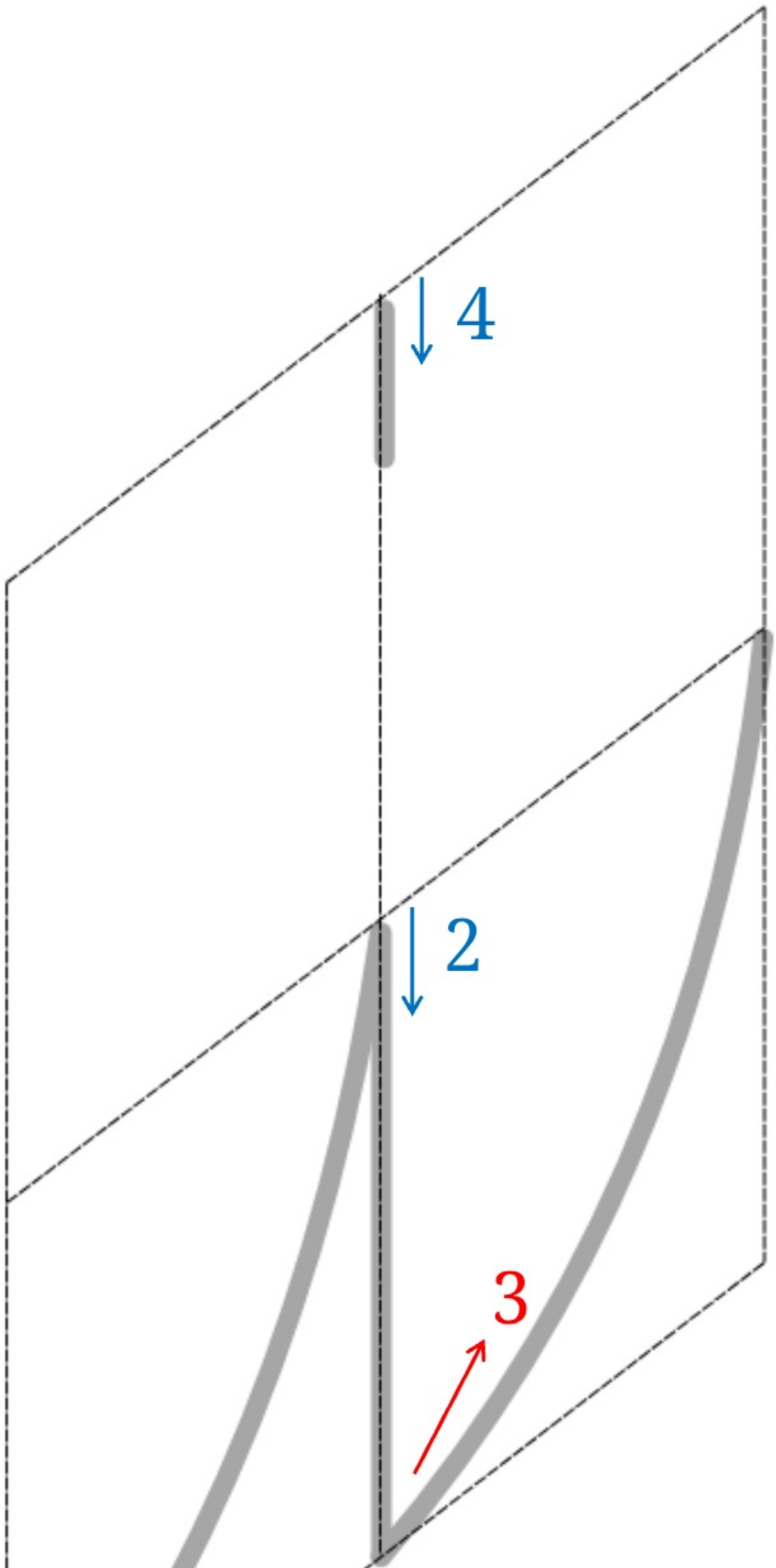
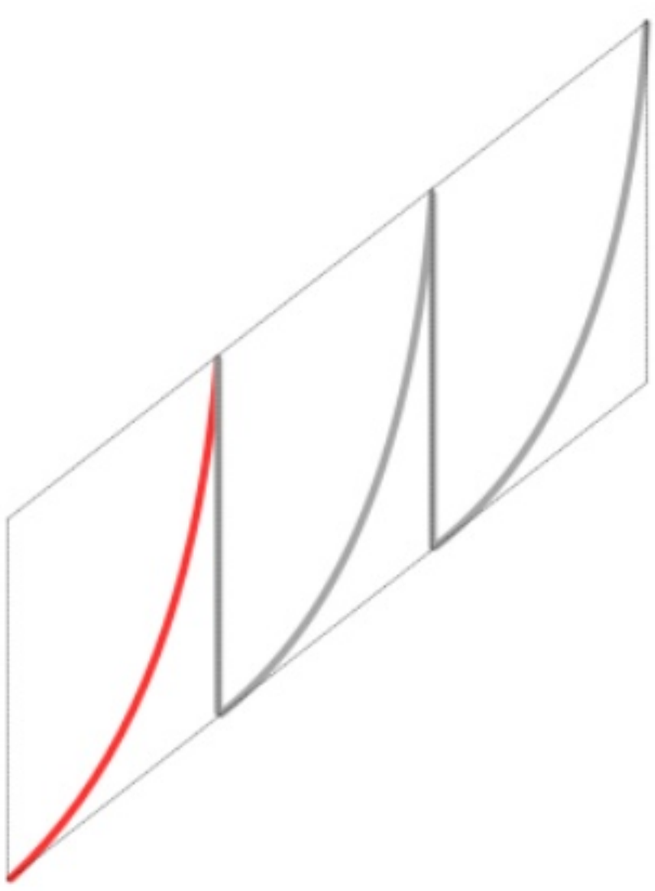
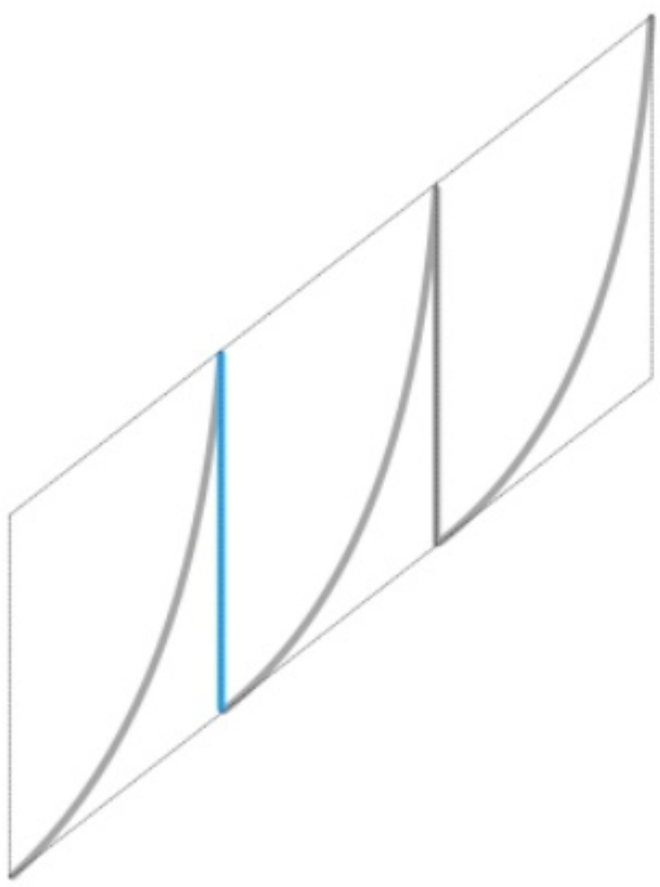
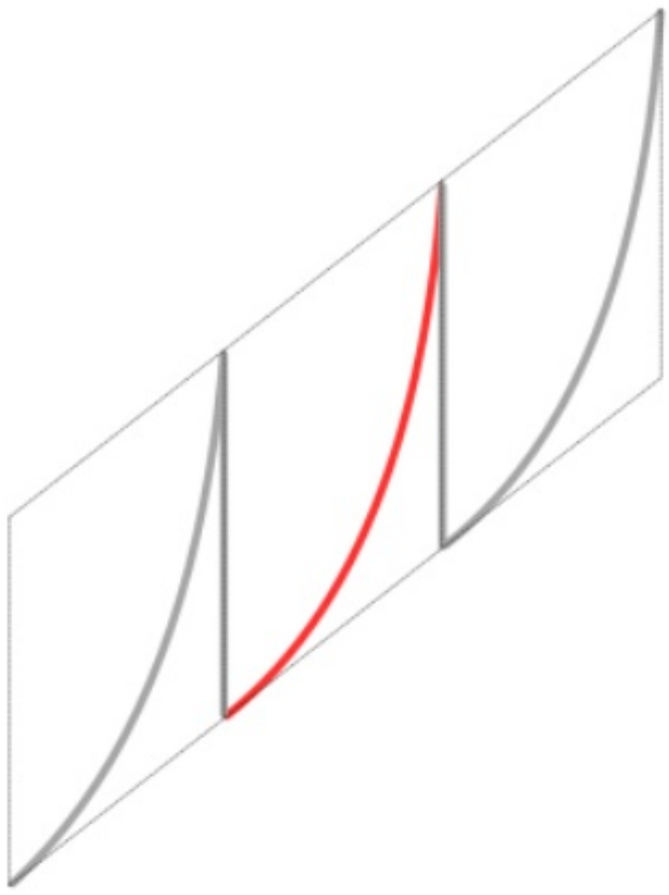


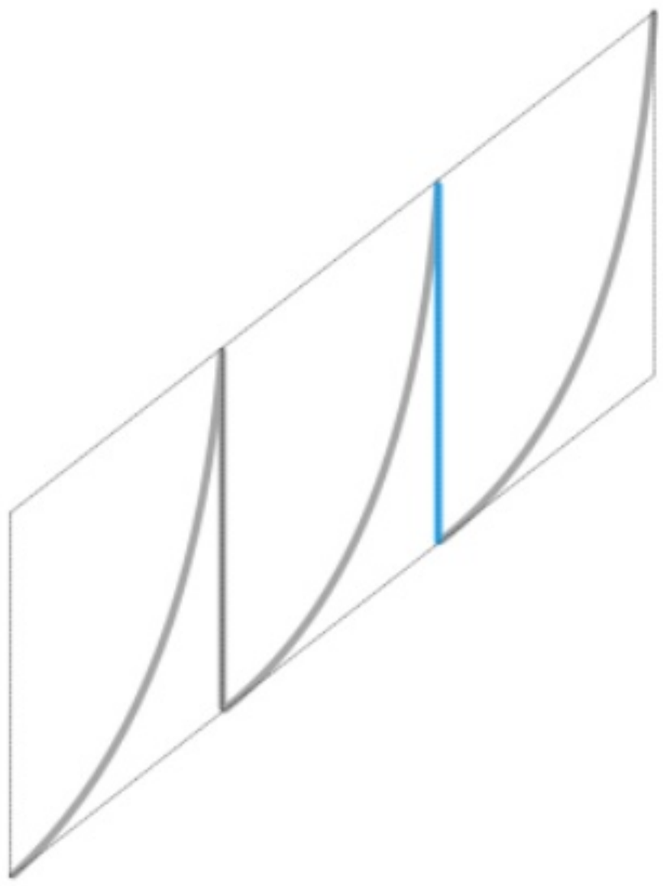
Group 1

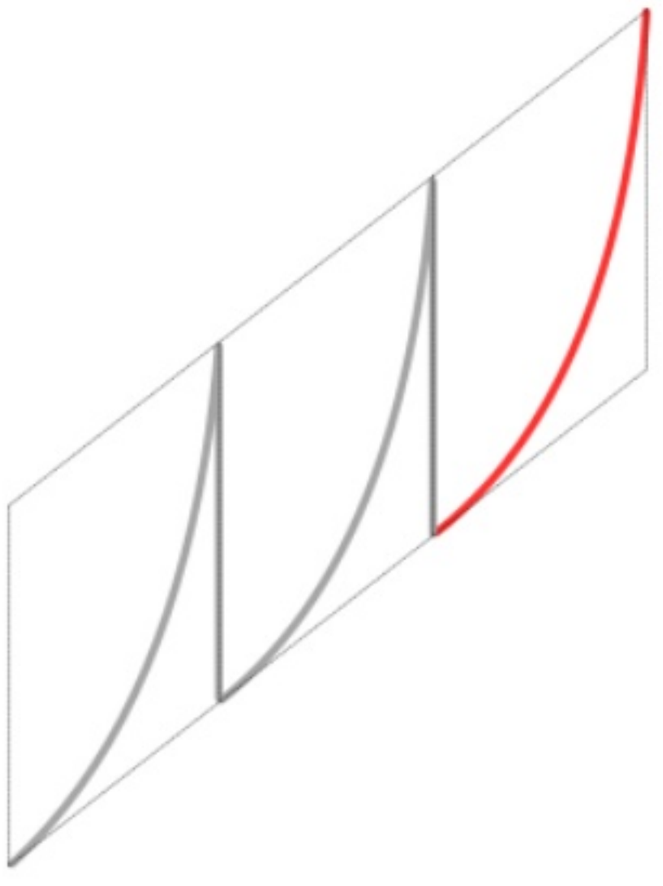
i u w e c s r











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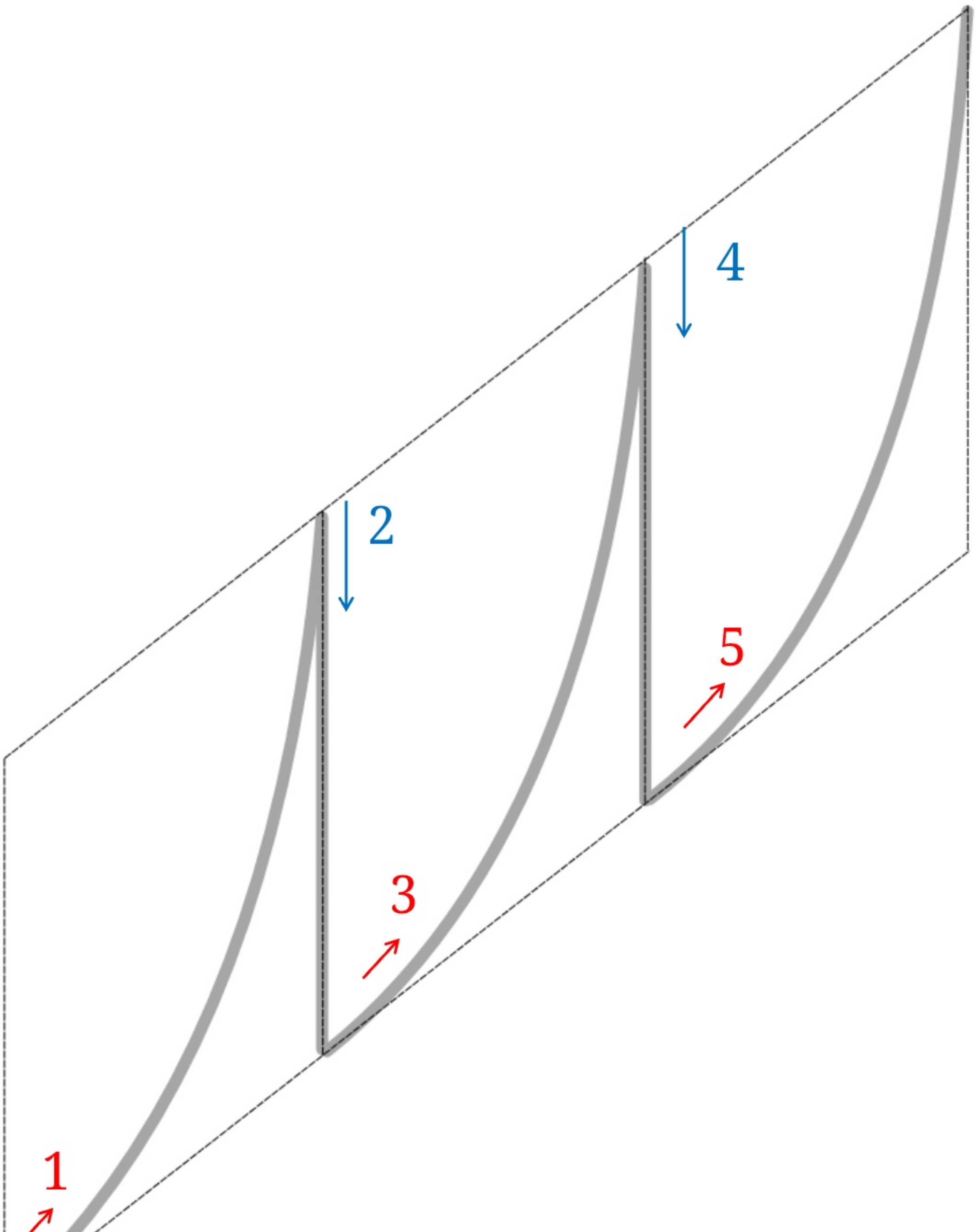

Group 1

i u w e c s r

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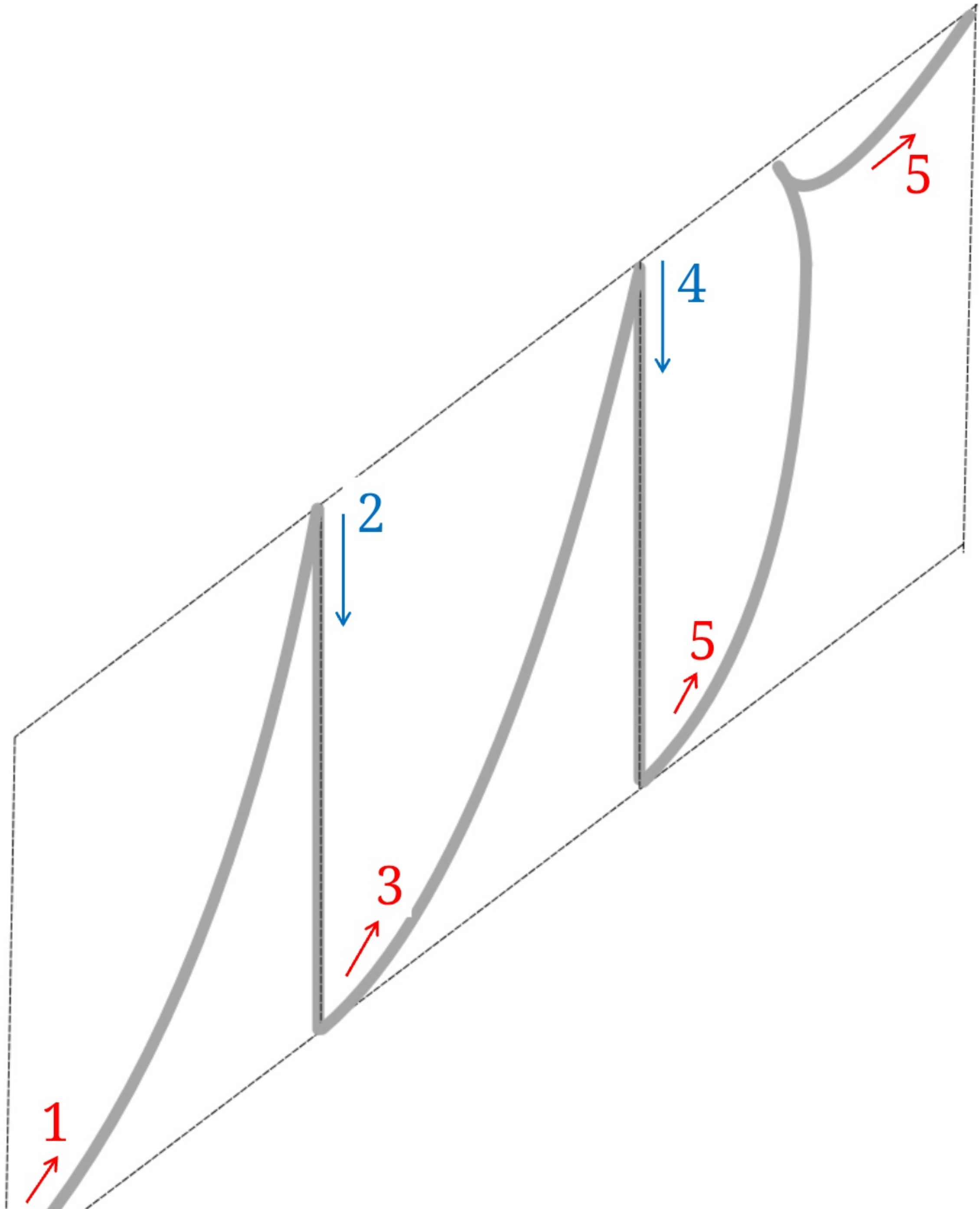
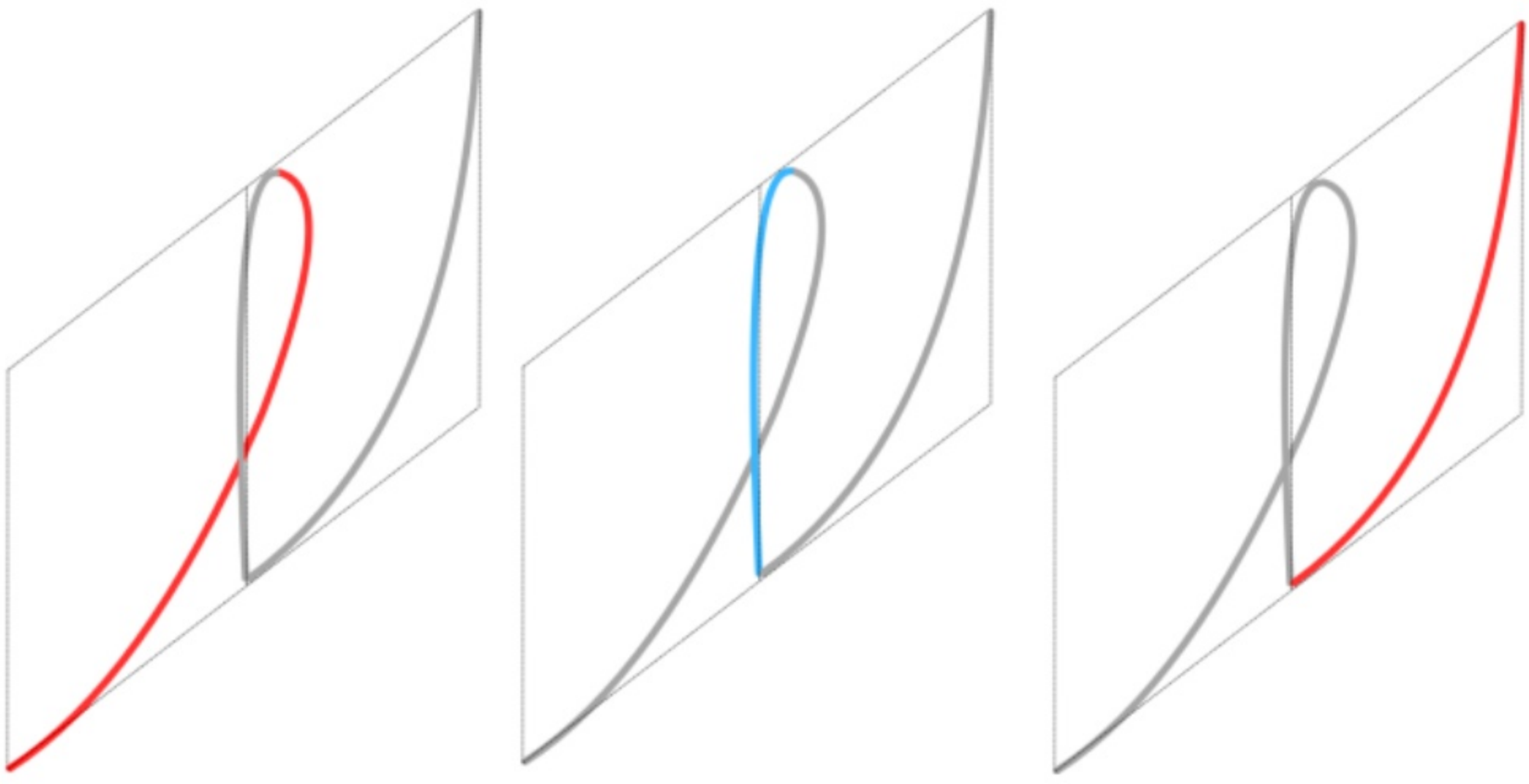


Group 1

i u w e c s r



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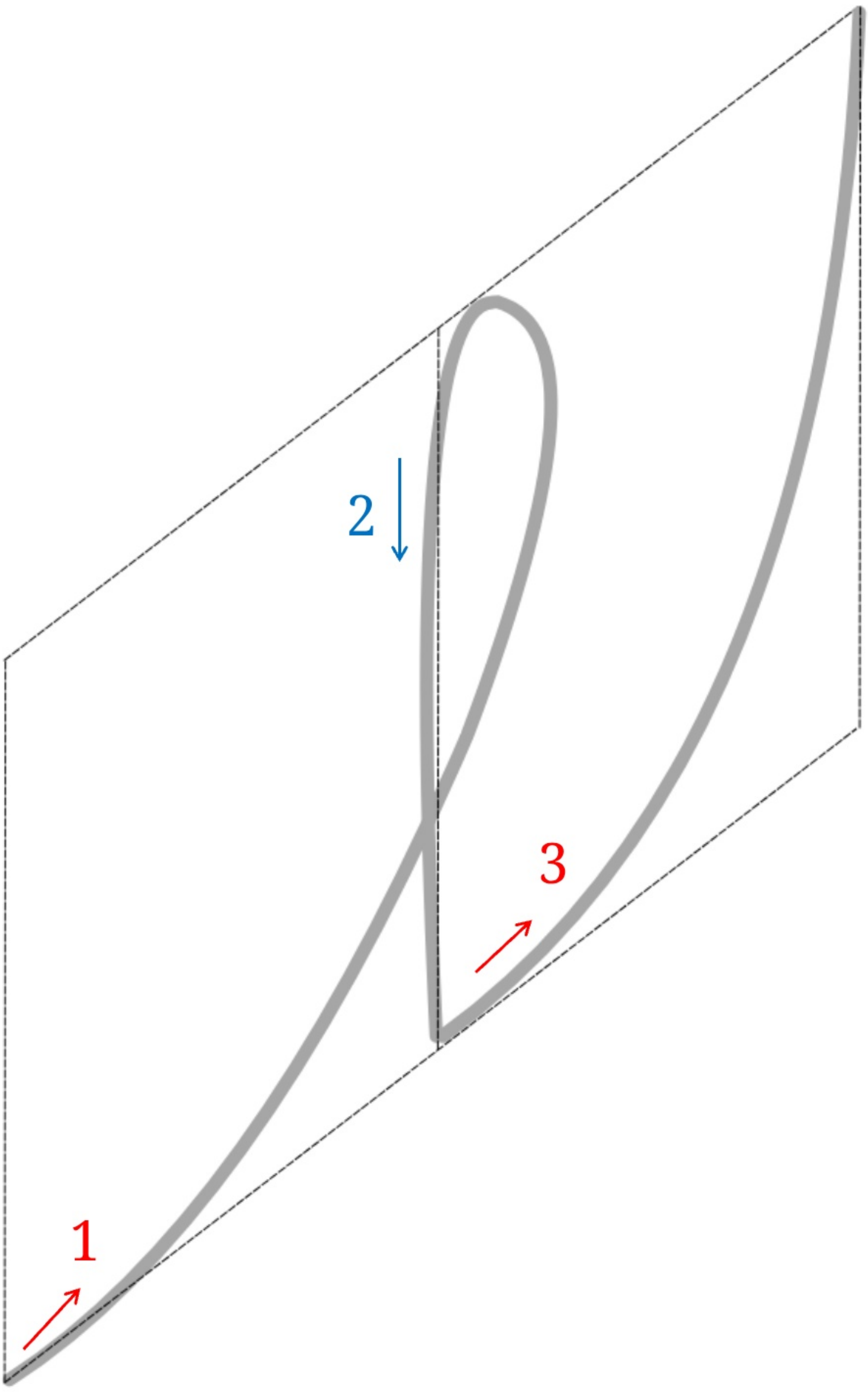
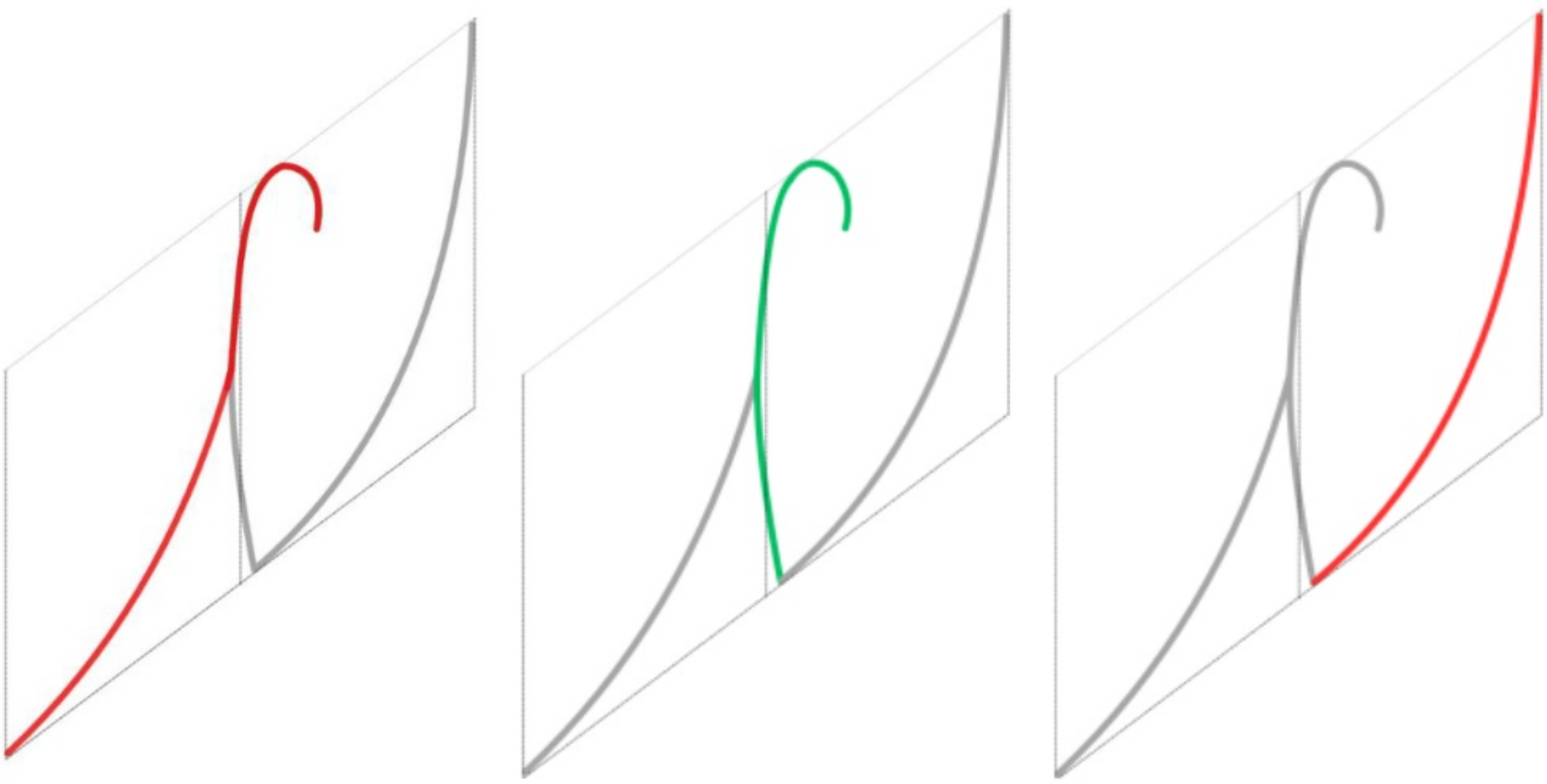


Group 1

i u w e c s r



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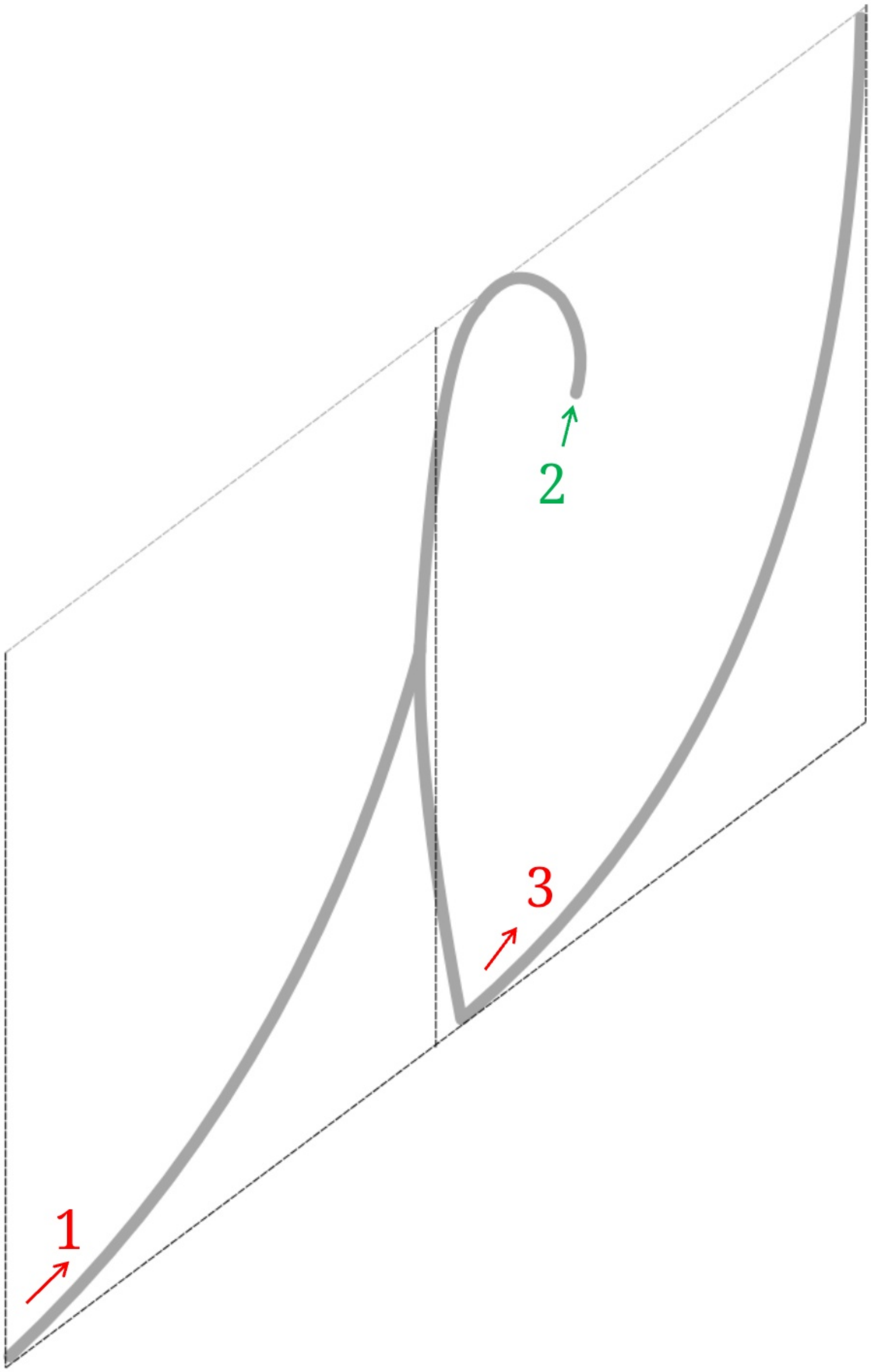
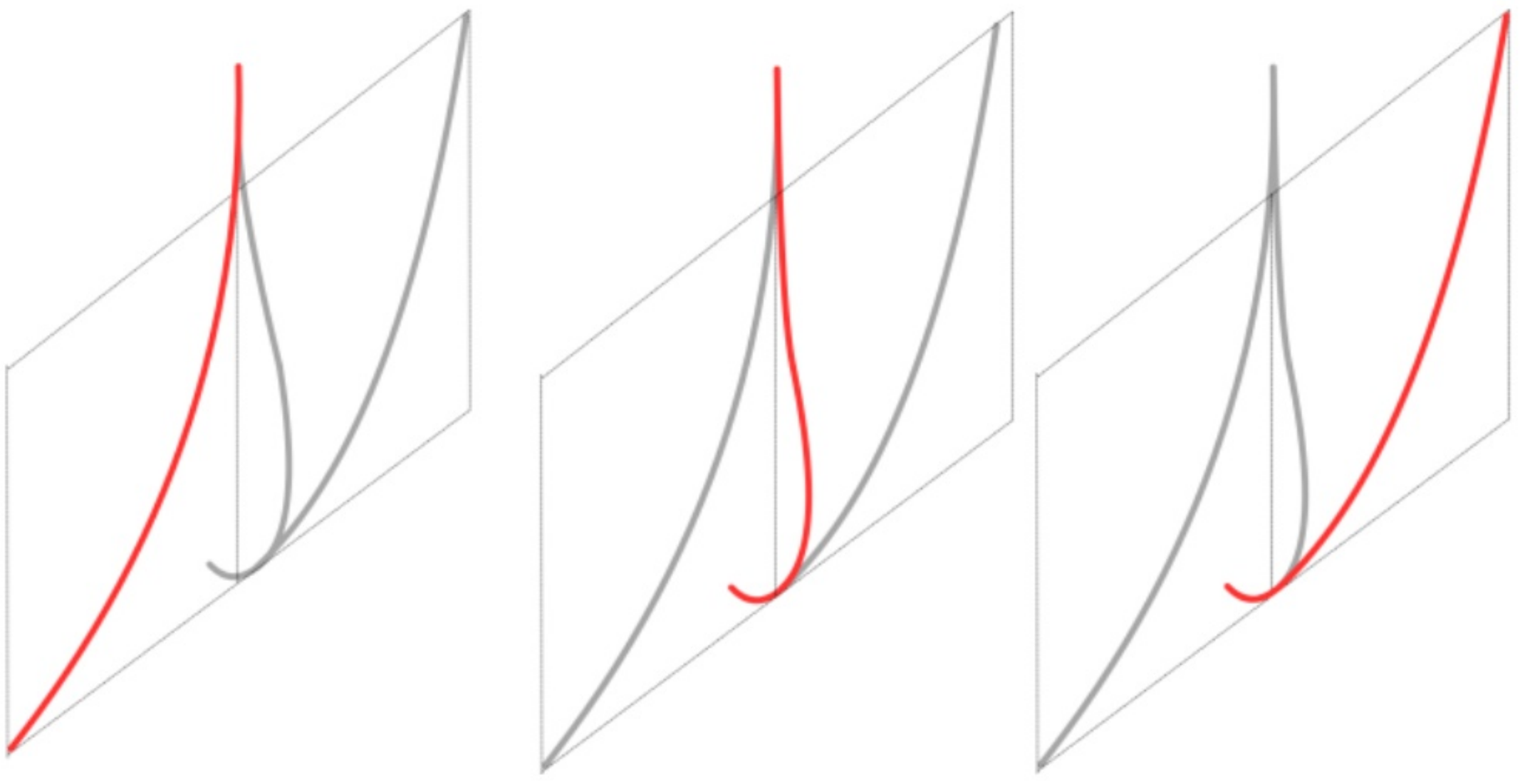


Group 1

i u w e c **s** r



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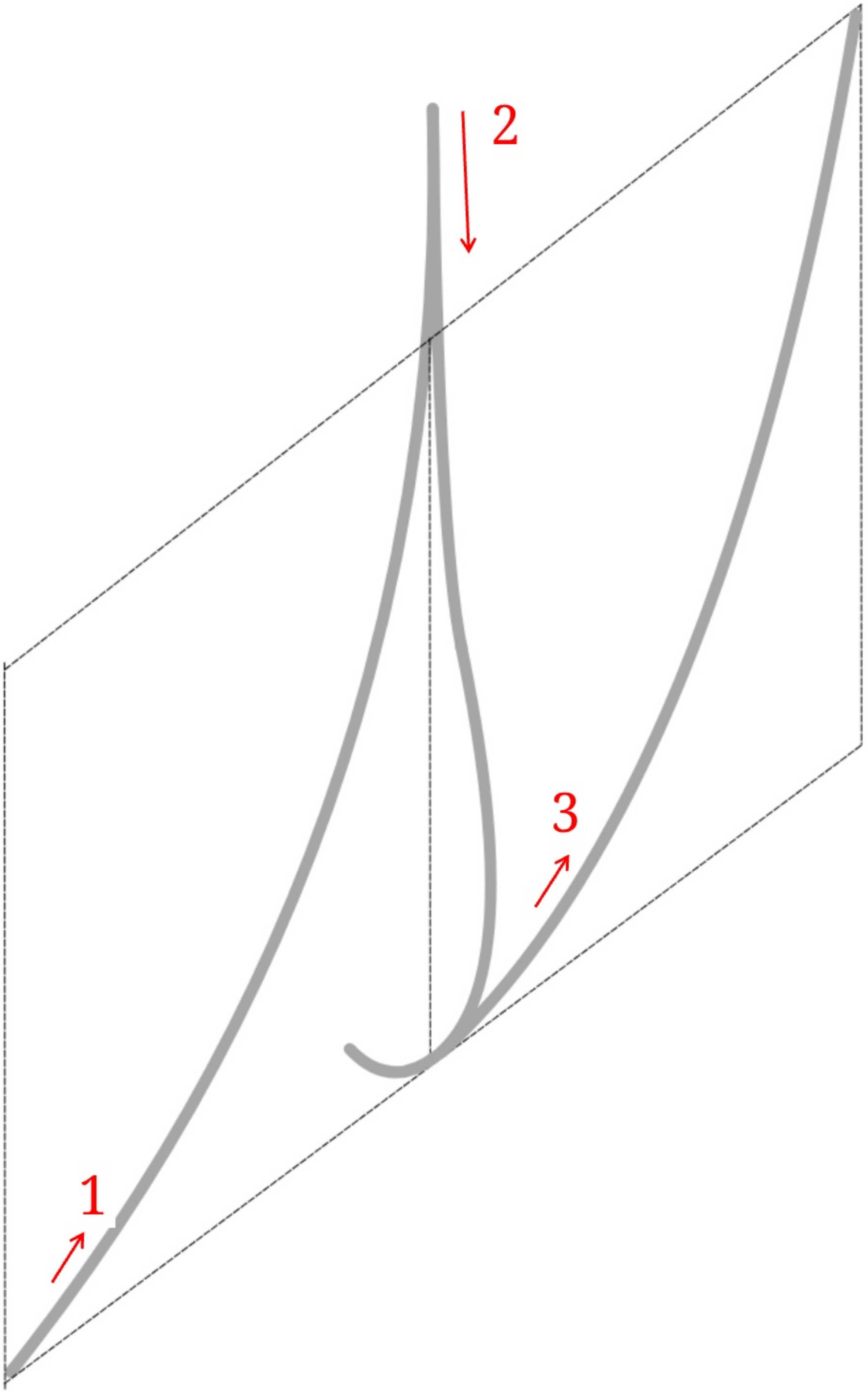

Group 1

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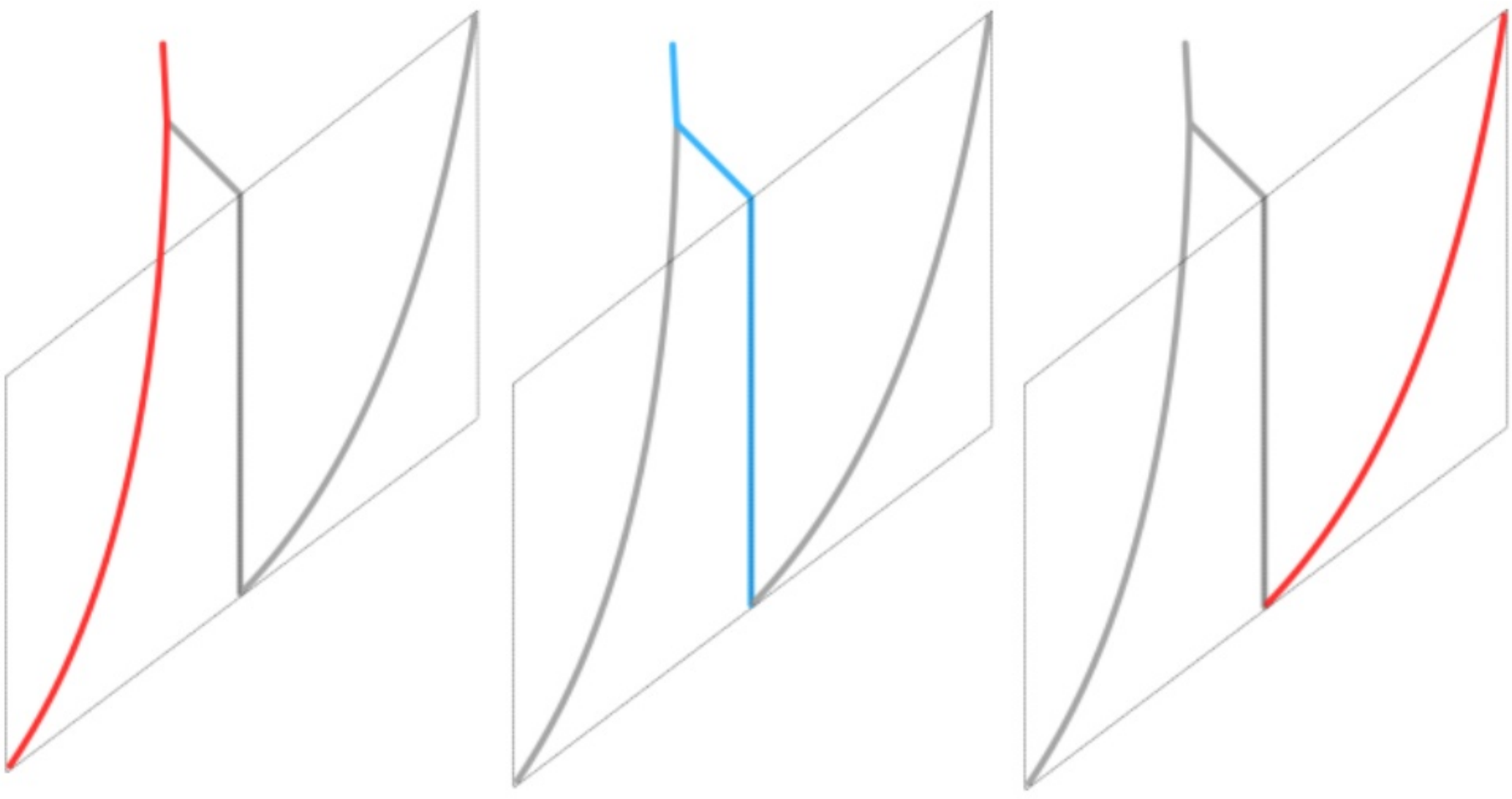

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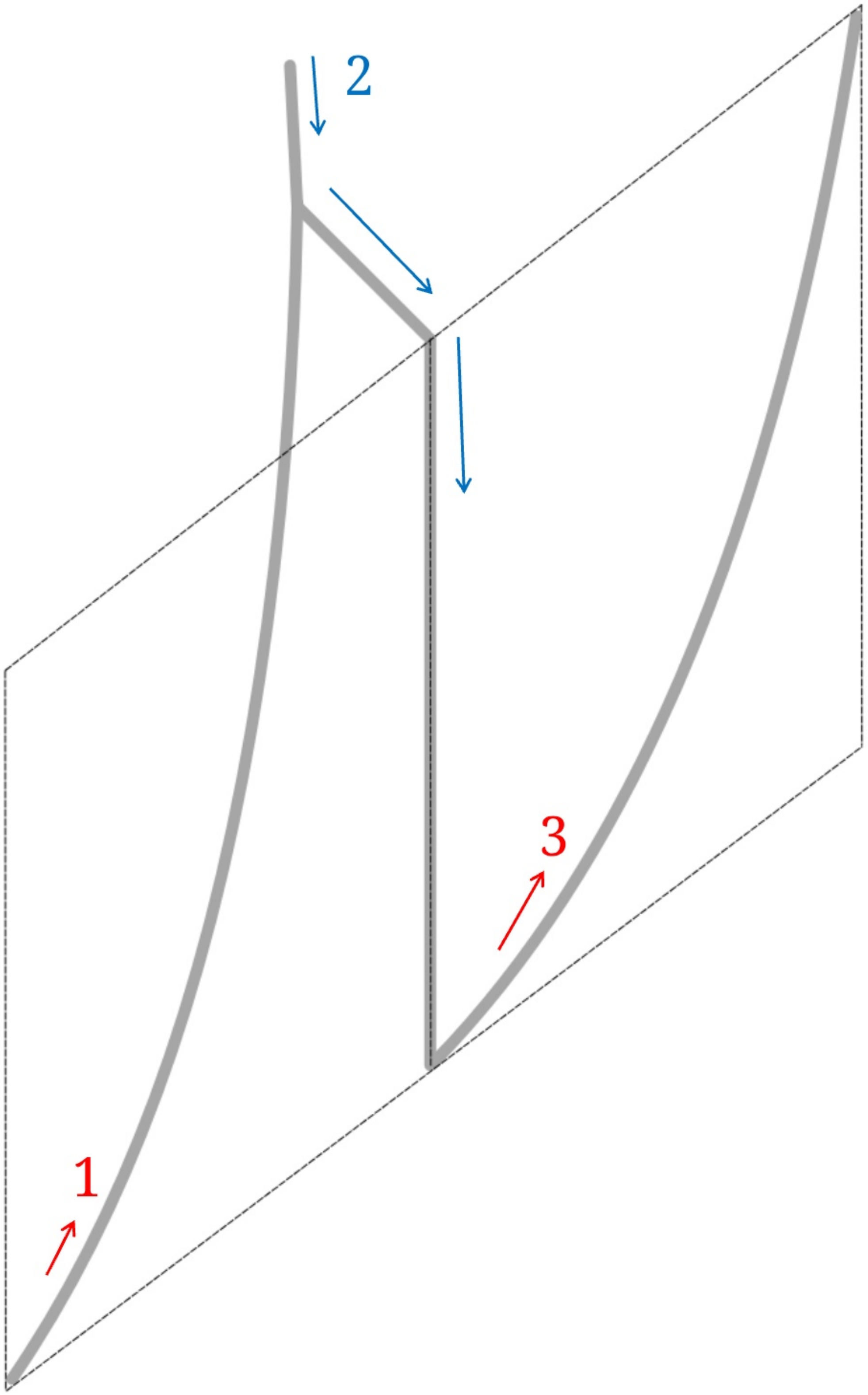
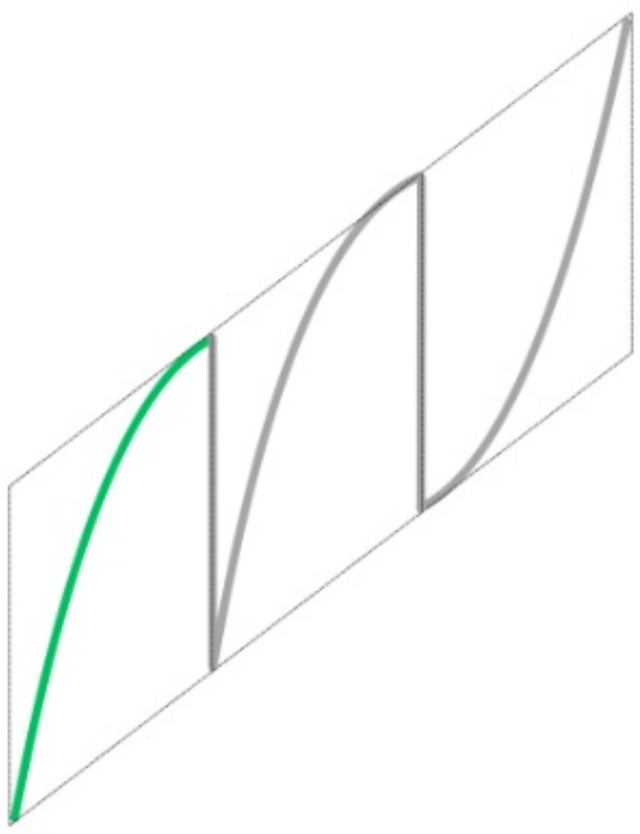
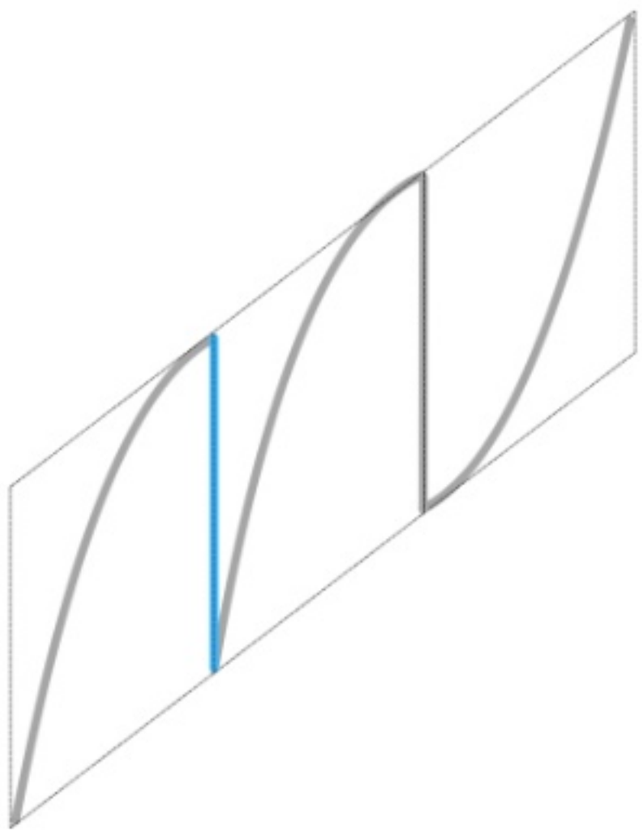
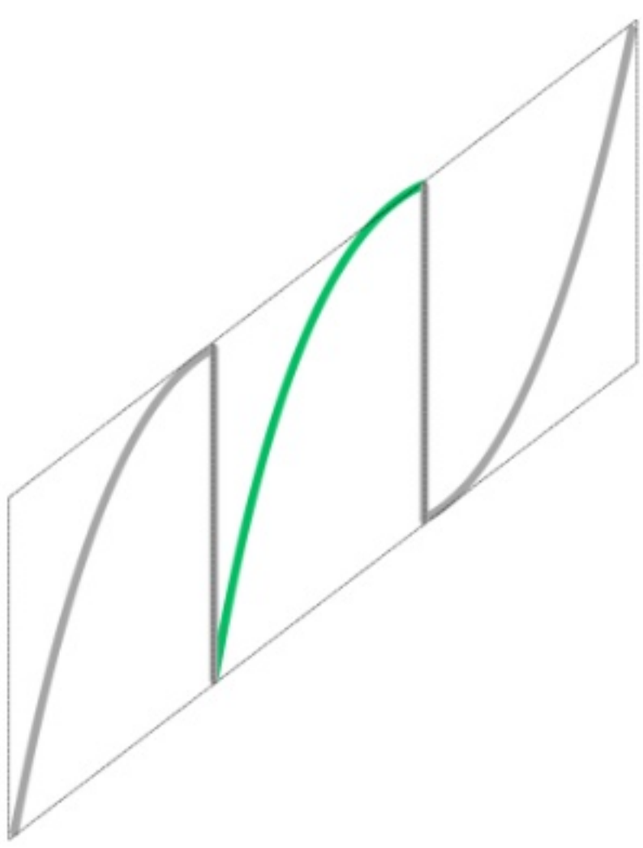


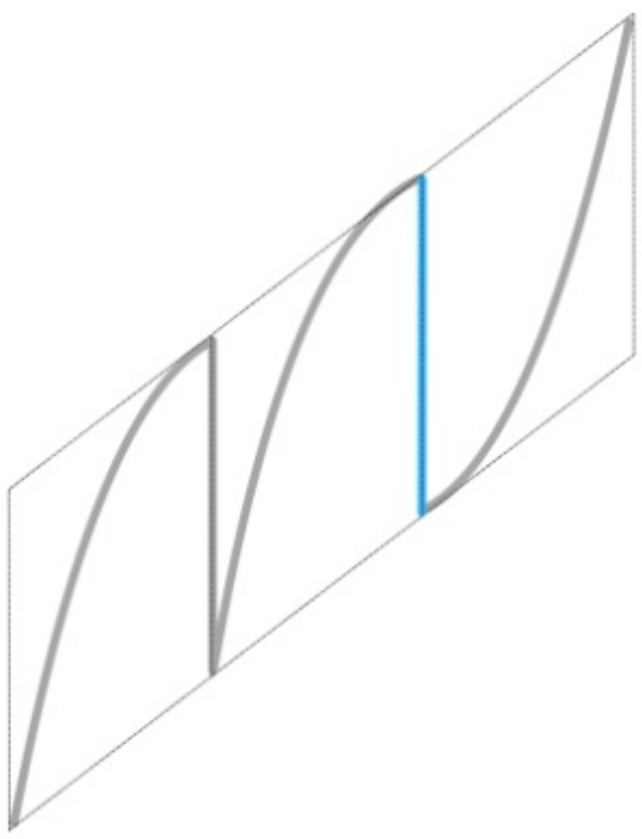
Group 2

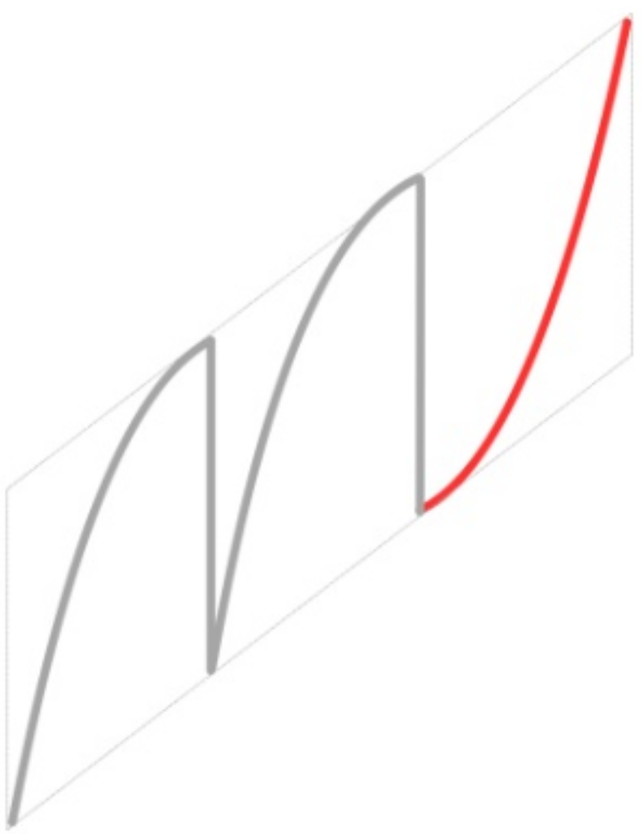
n m v o a x











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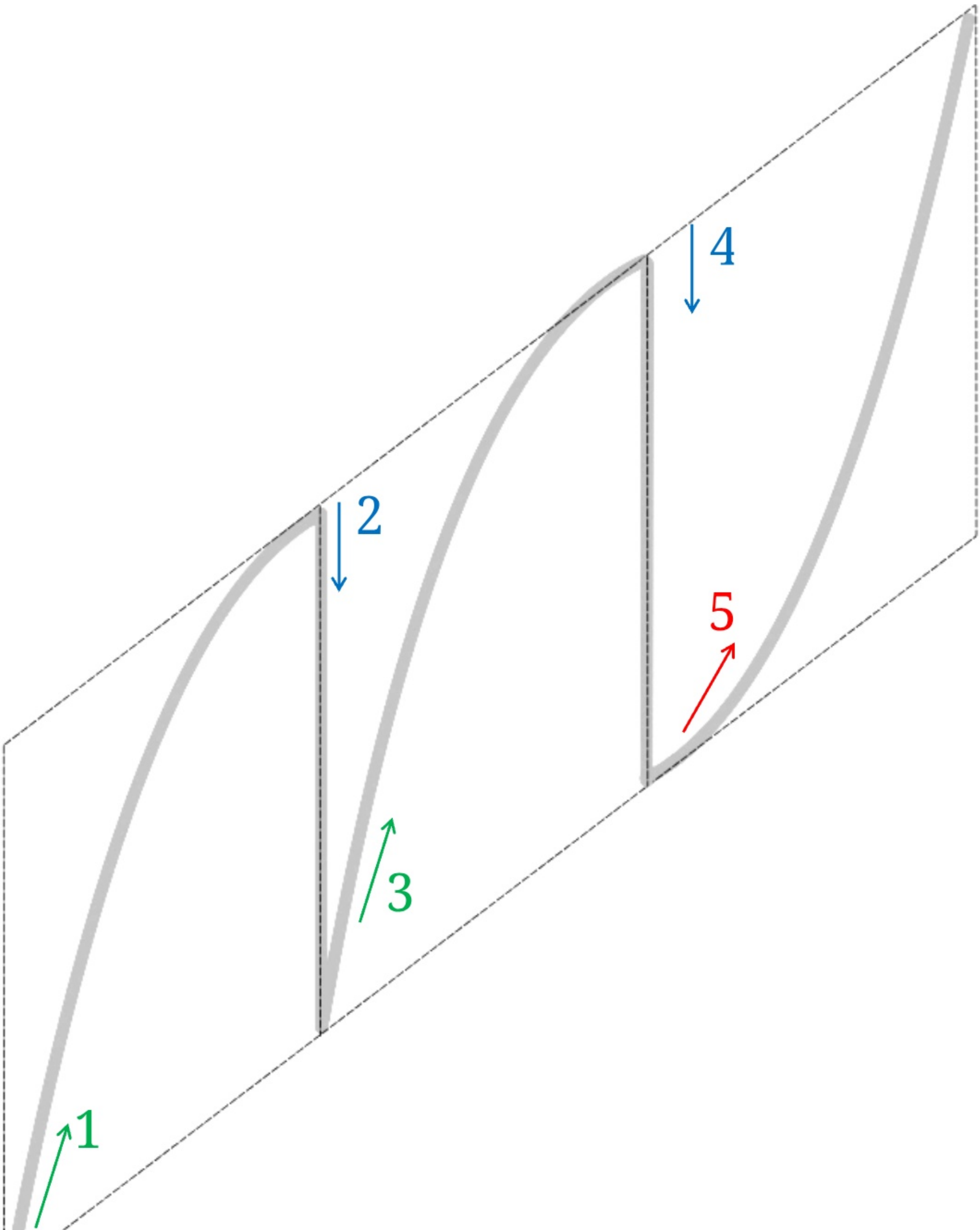

Group 2

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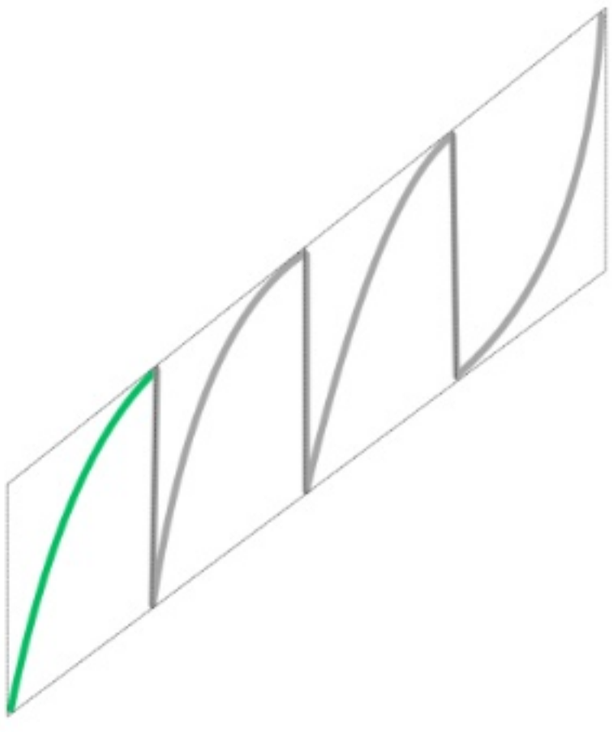

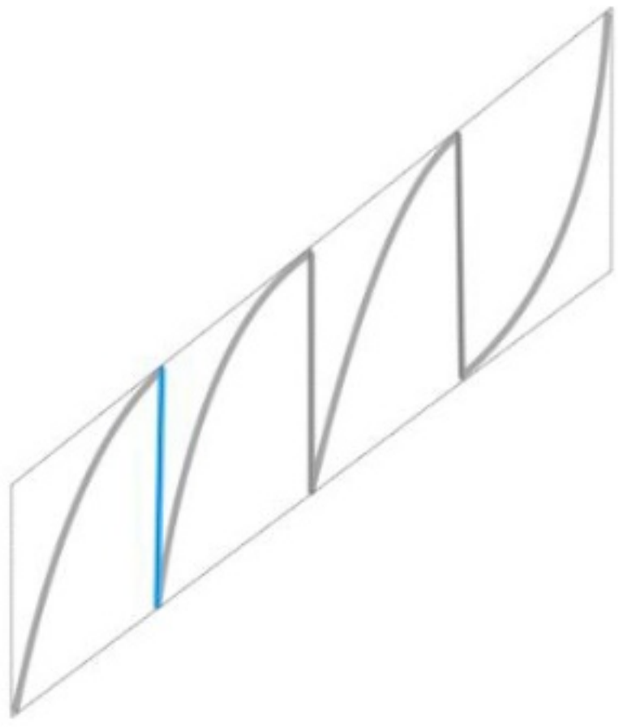

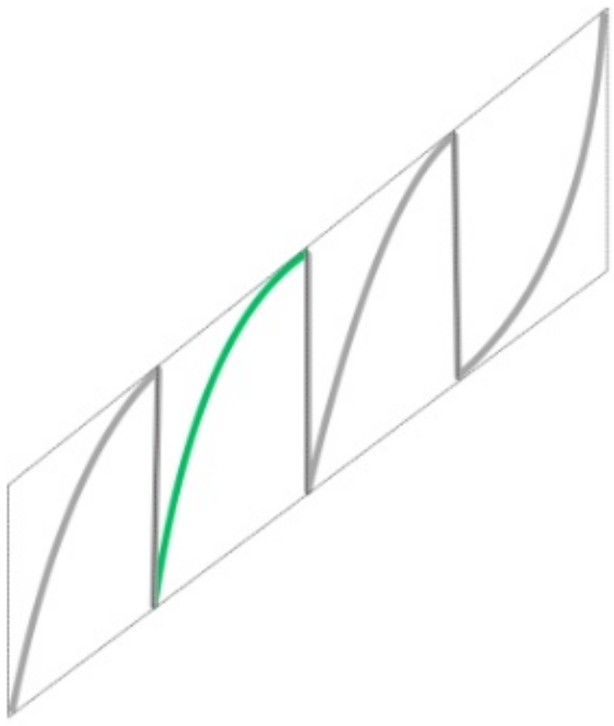

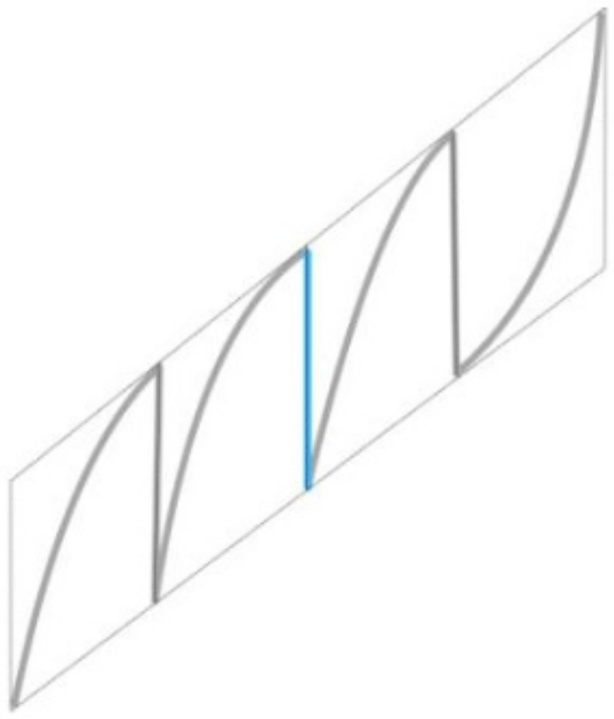

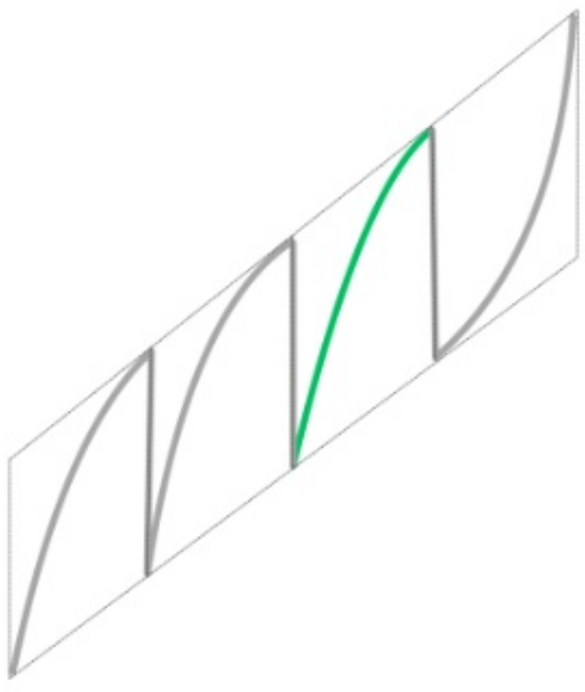

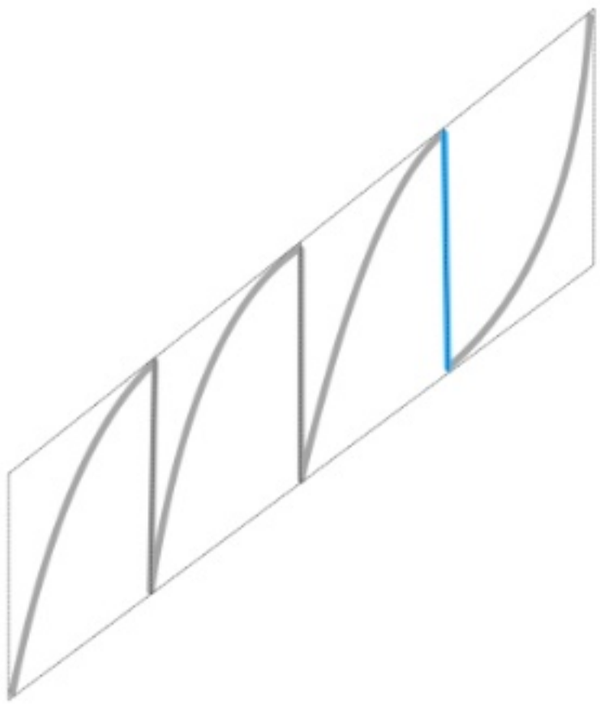

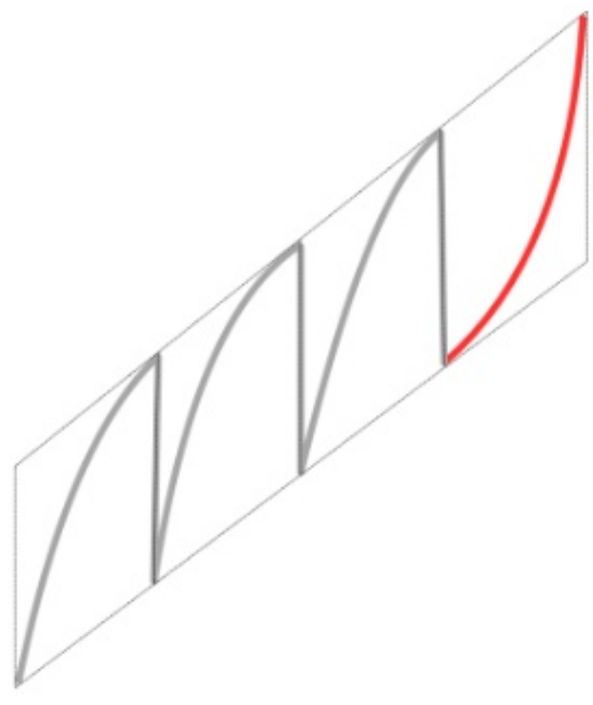

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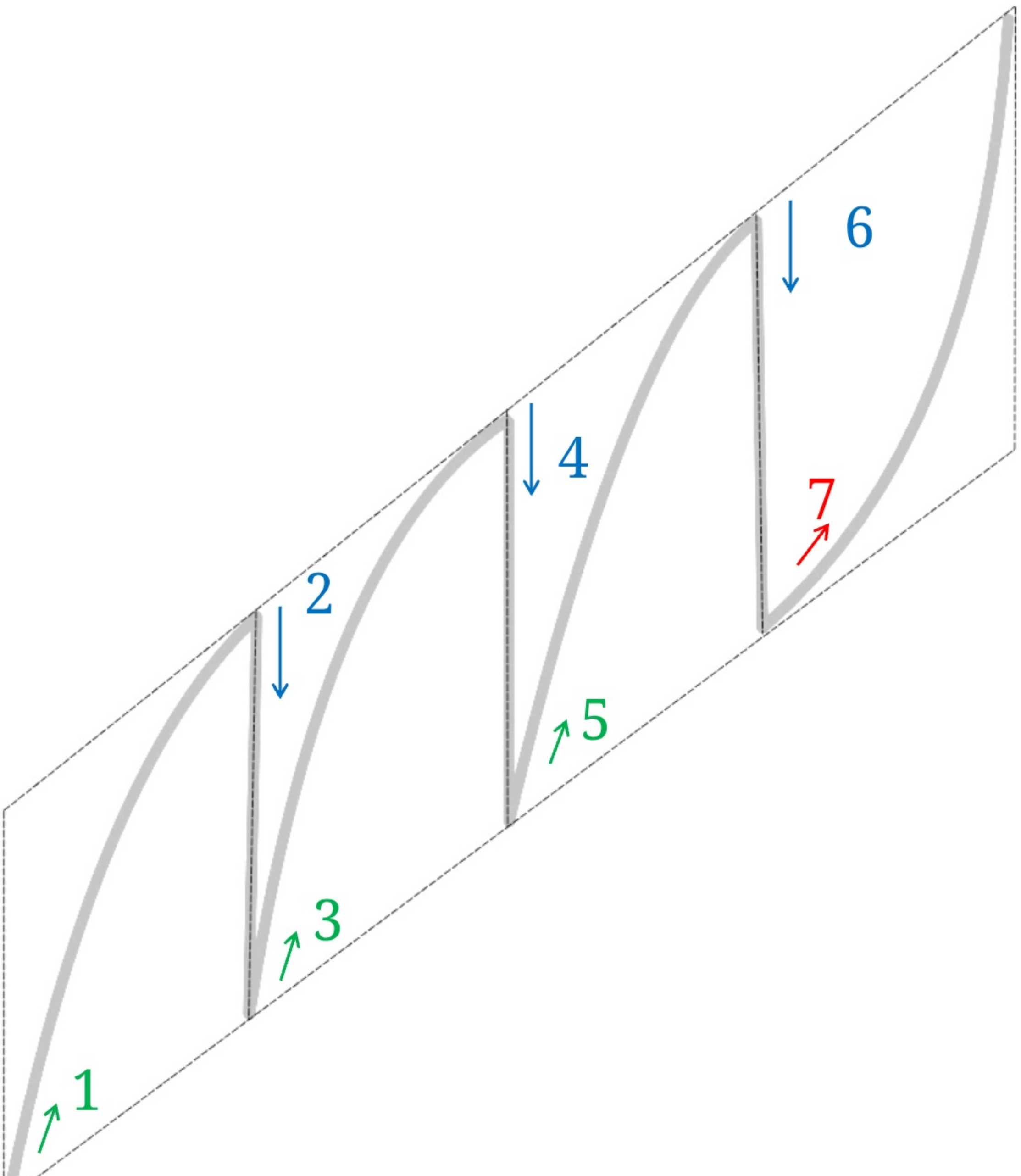

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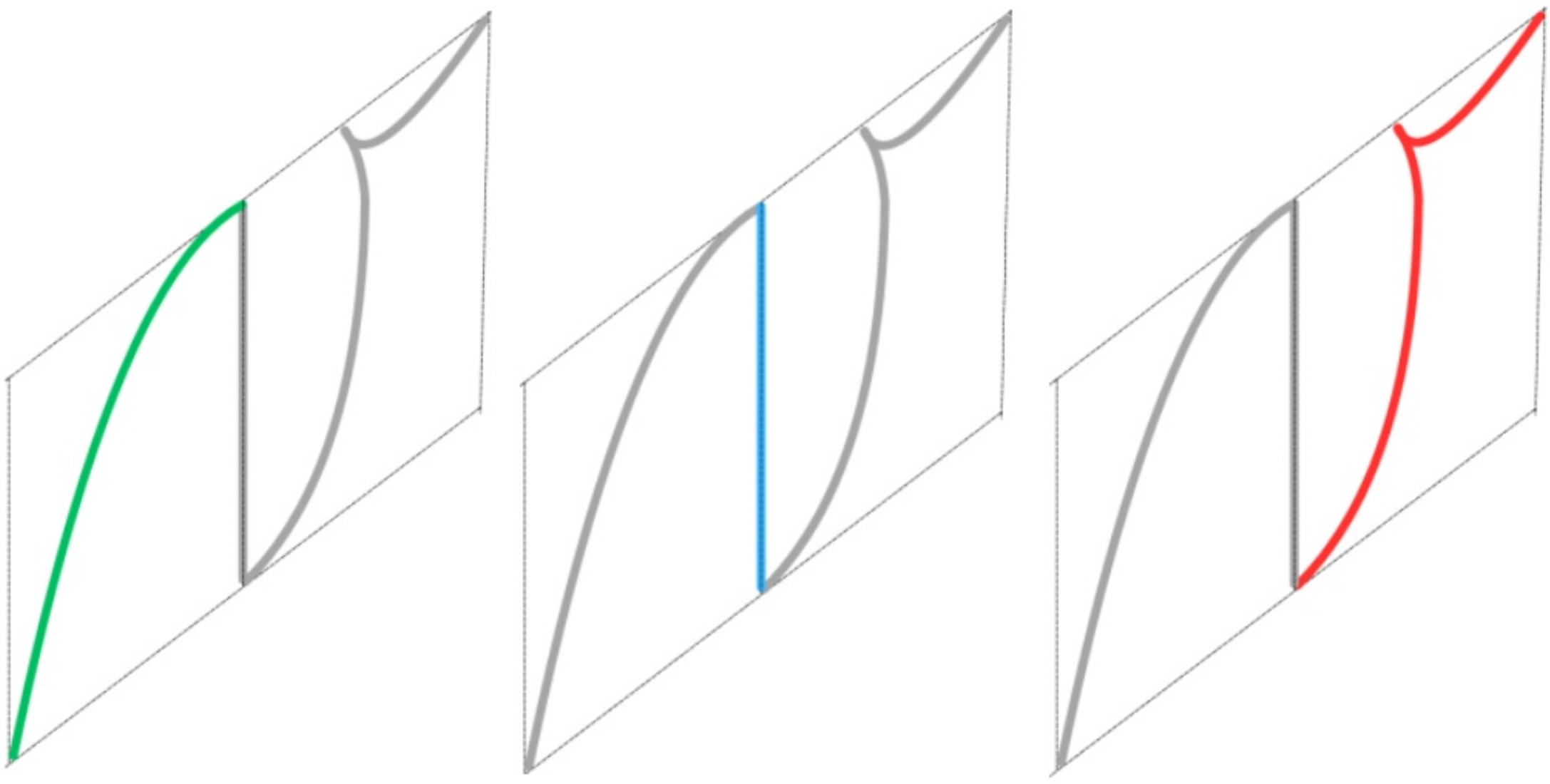

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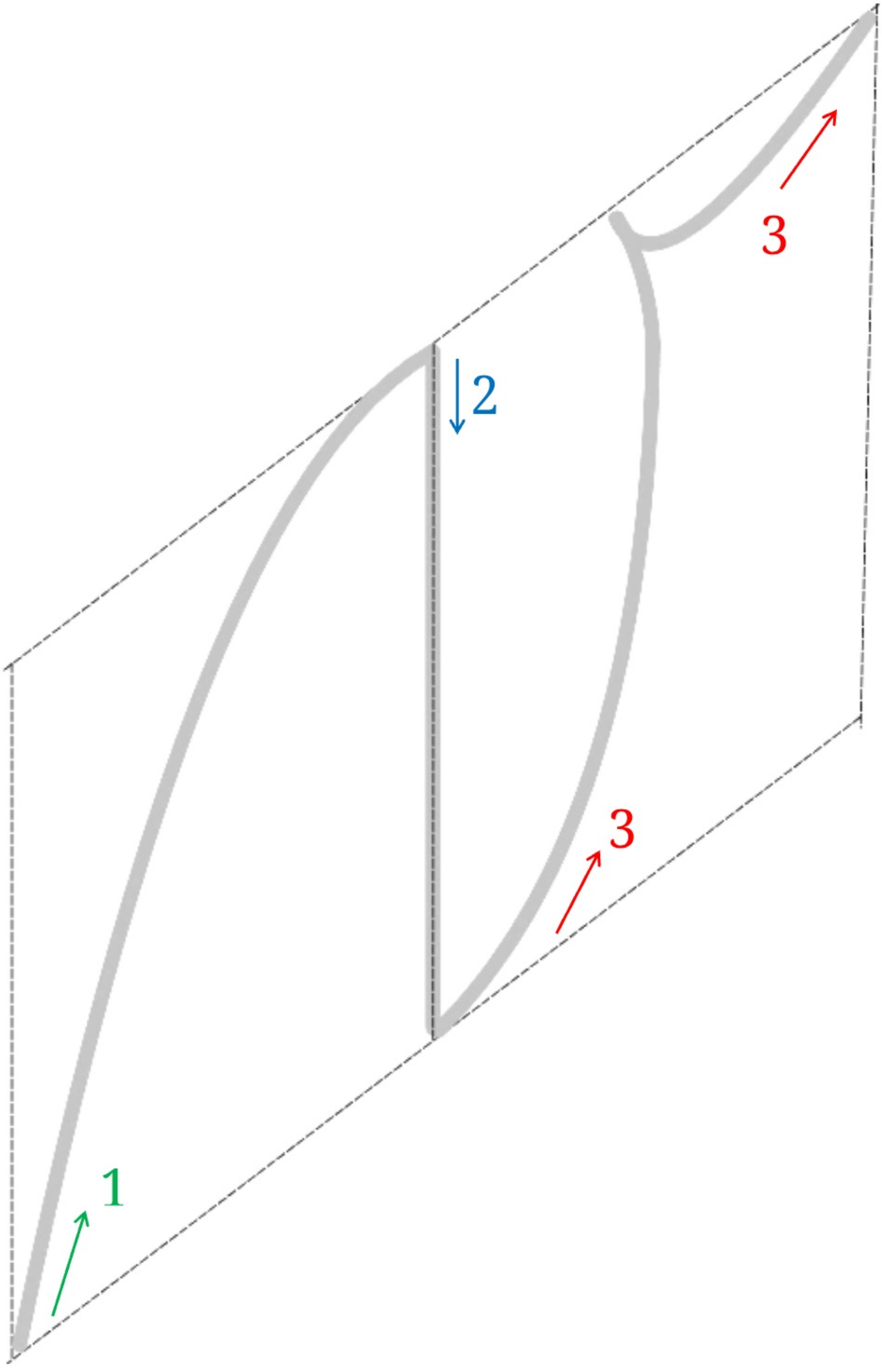

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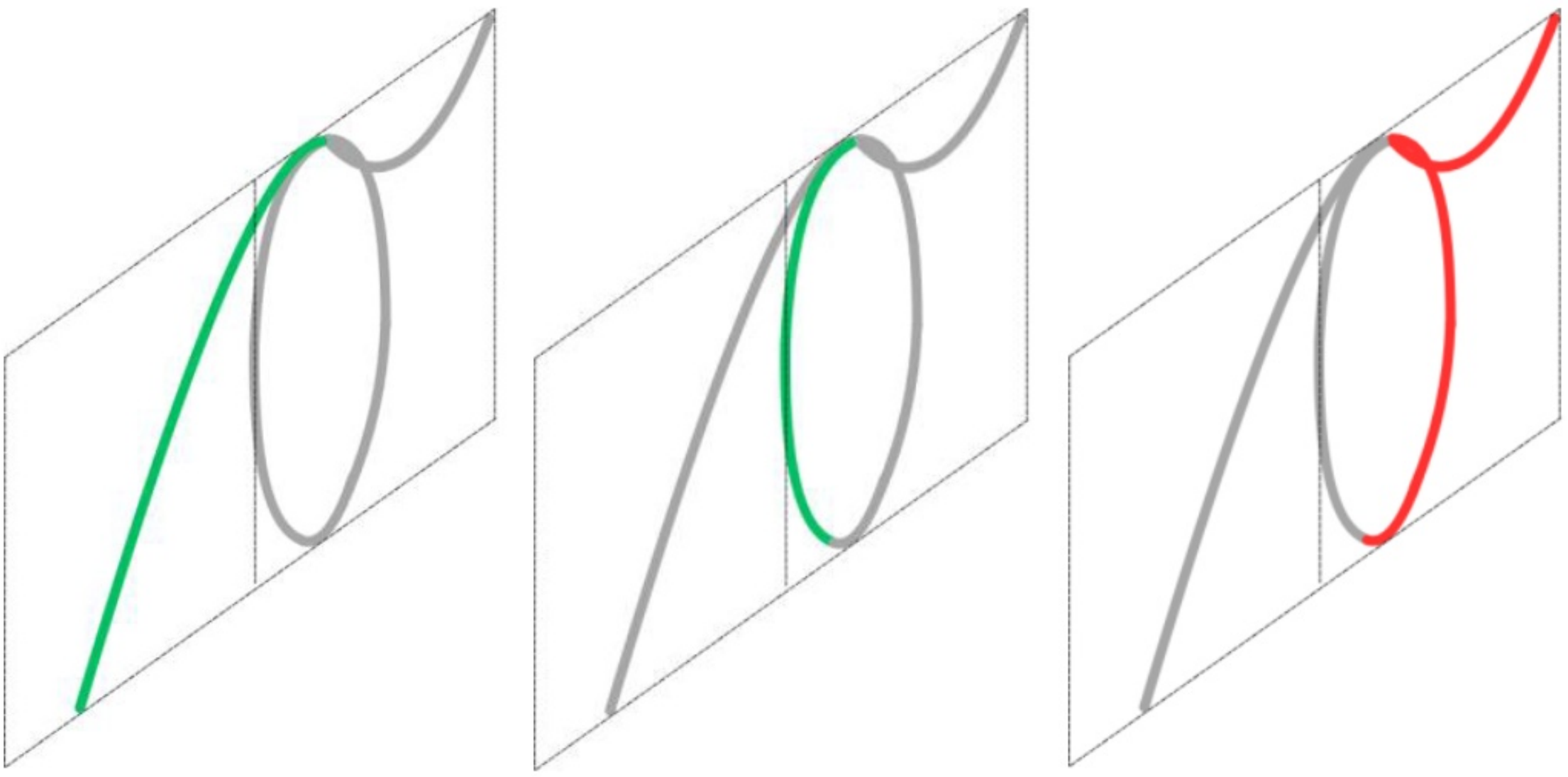

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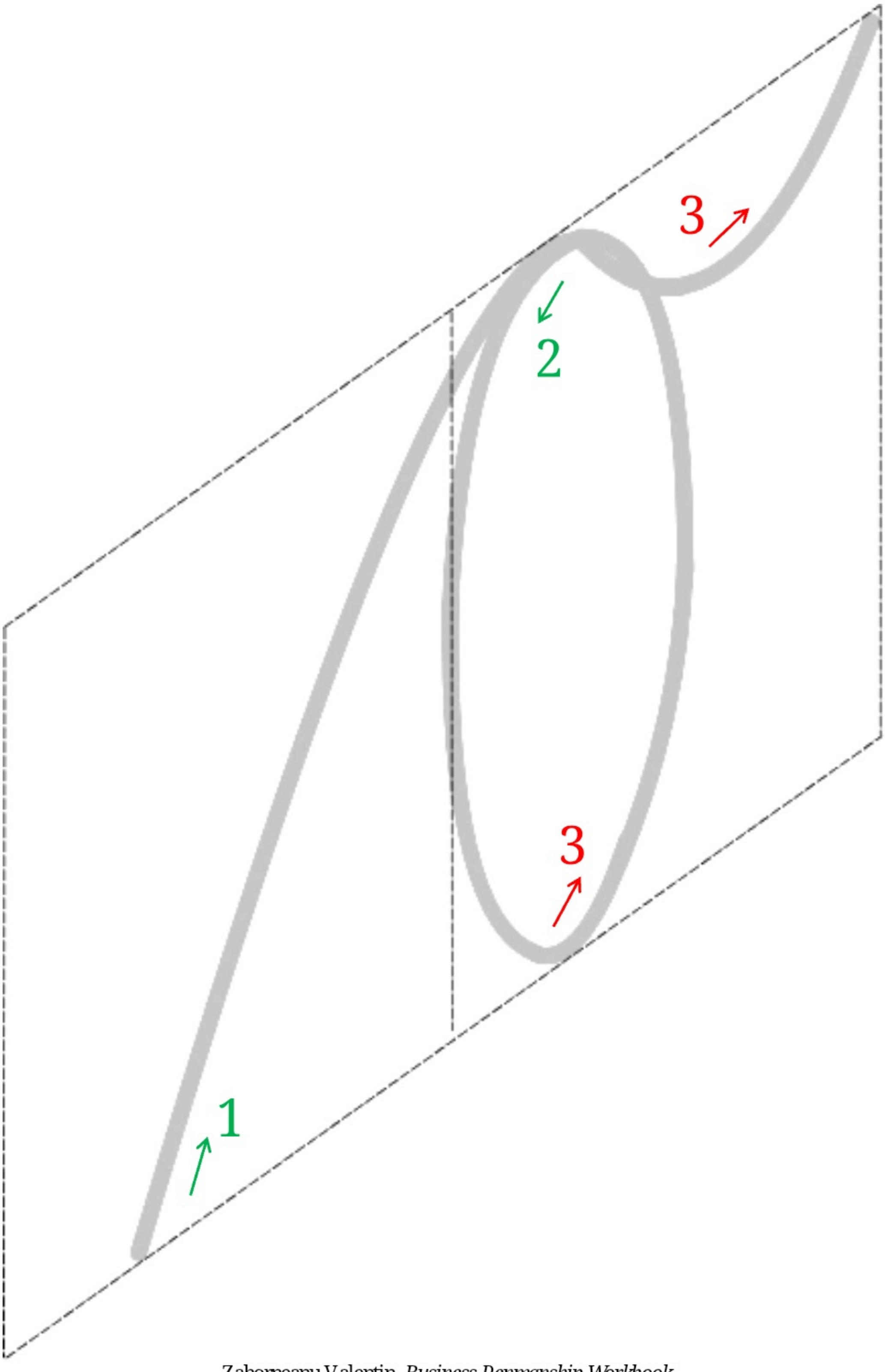

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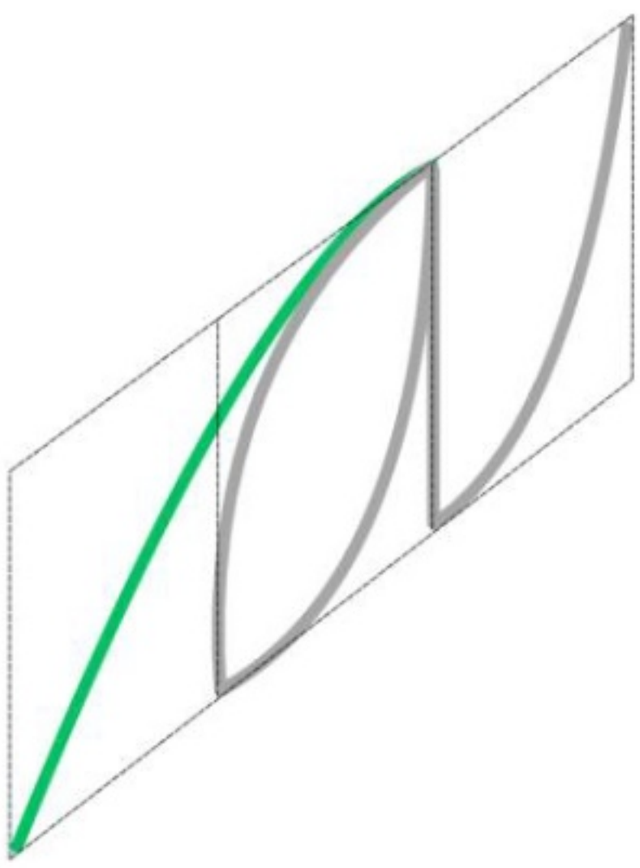

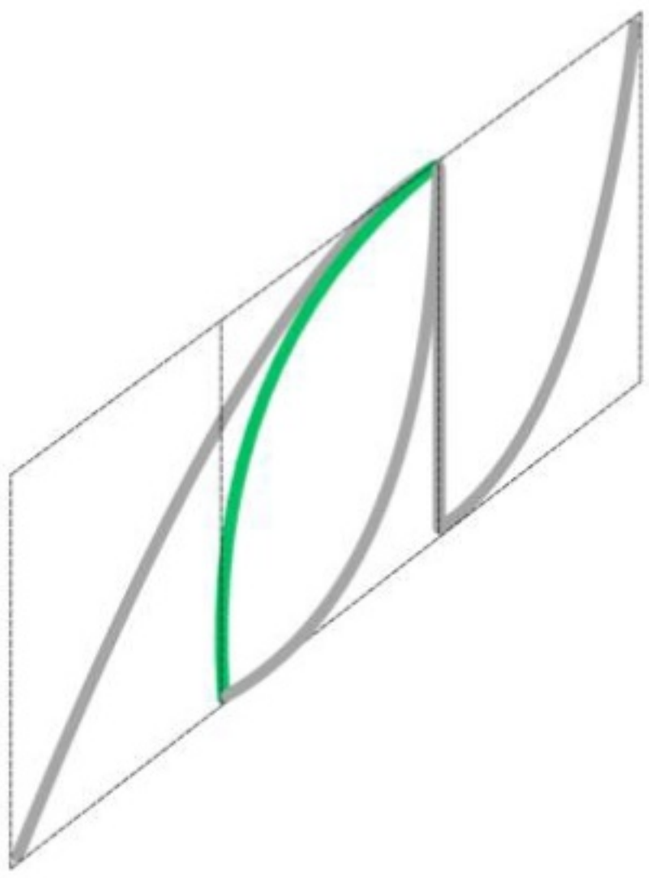

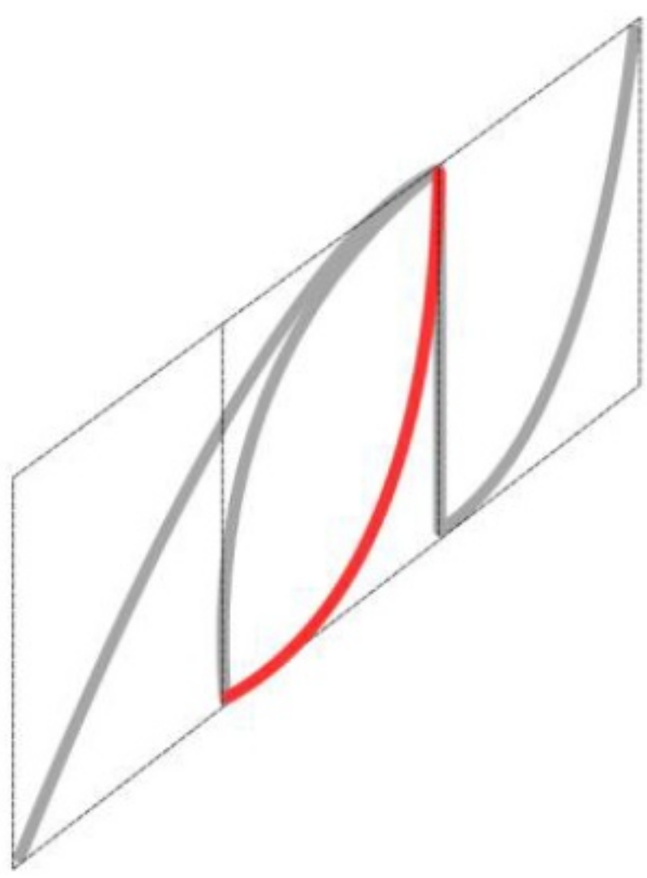

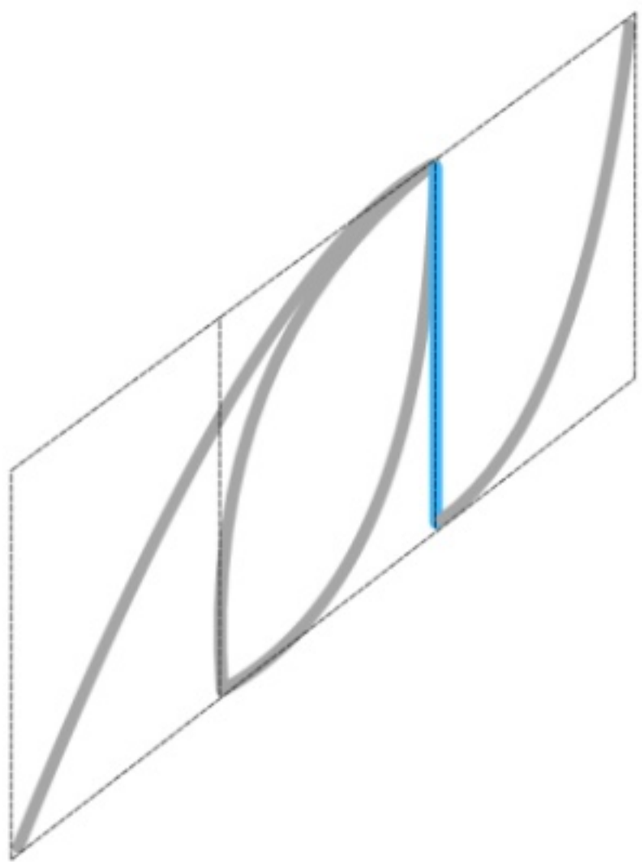

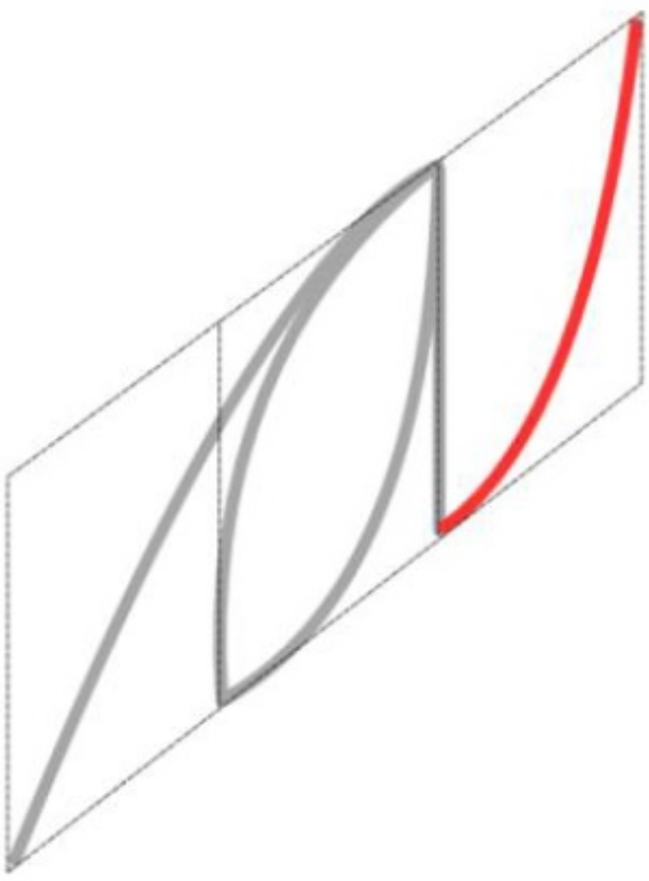

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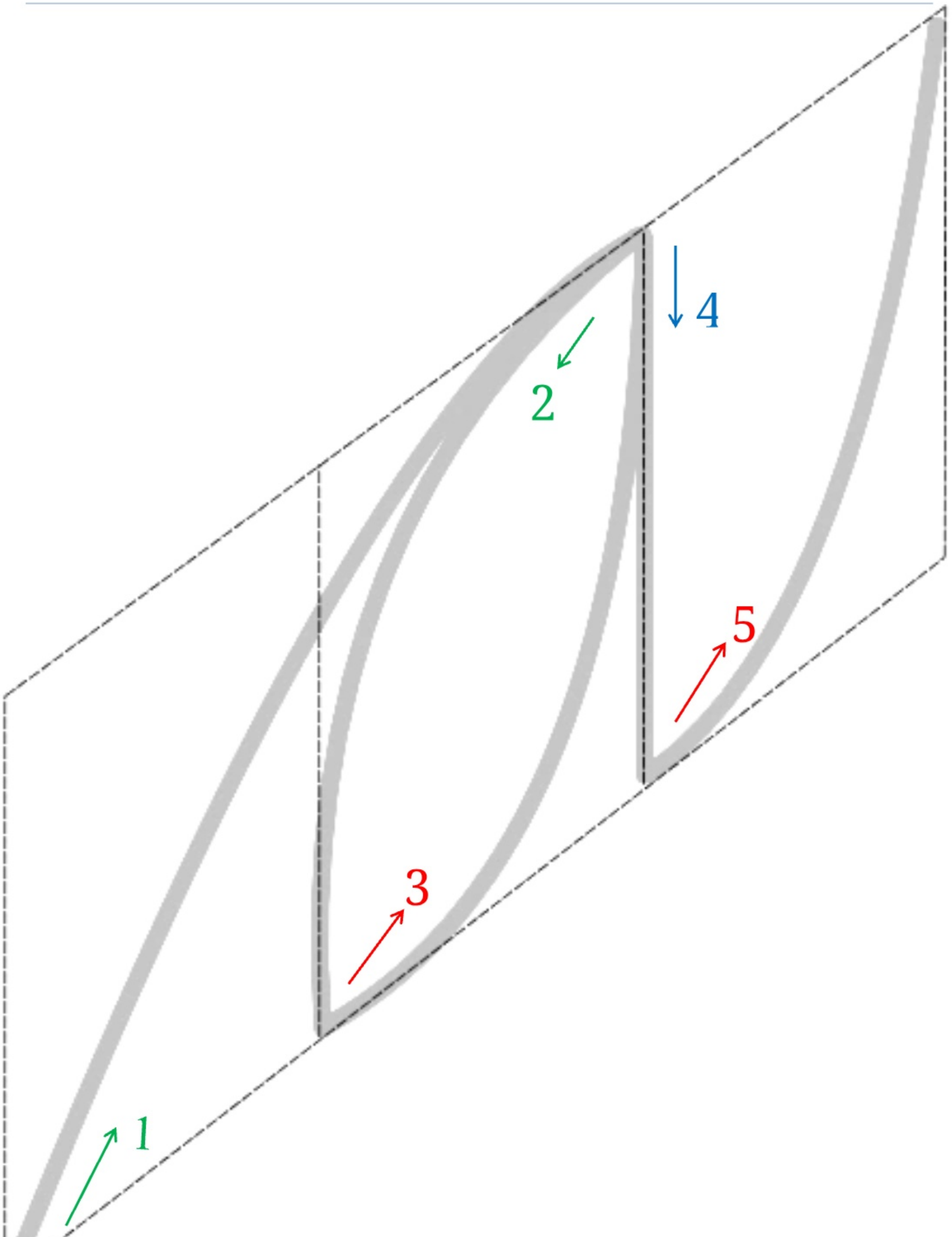

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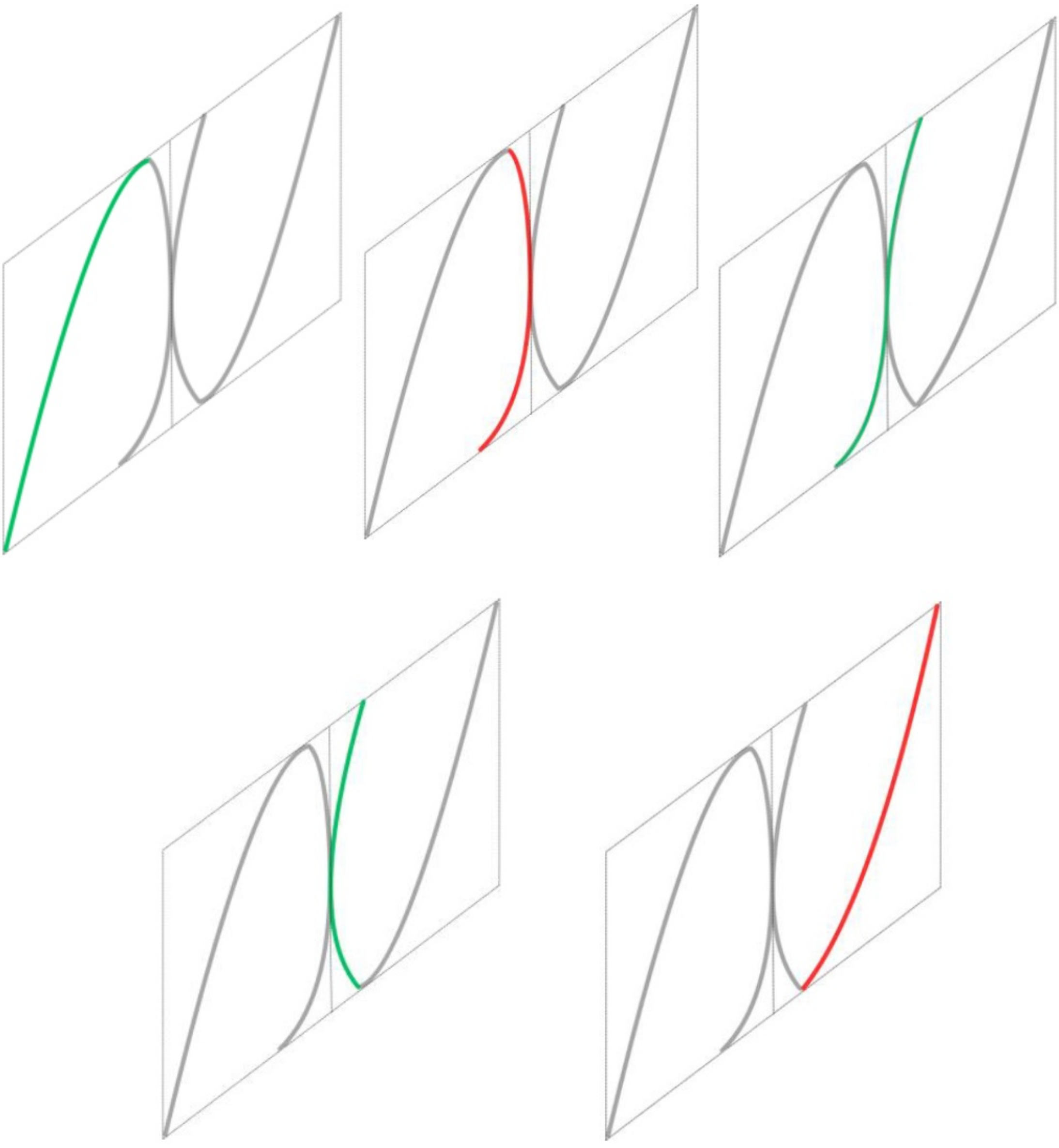

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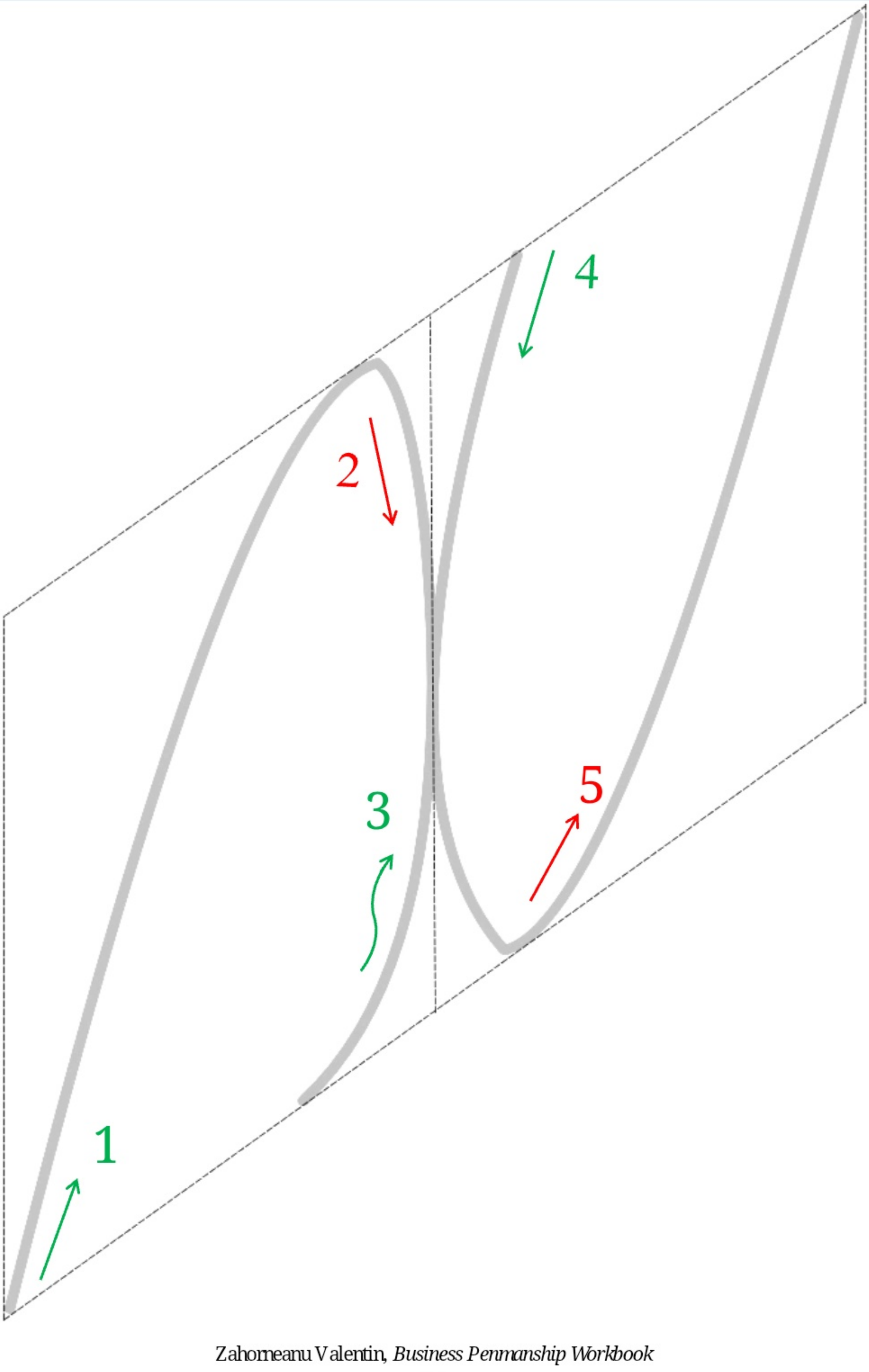

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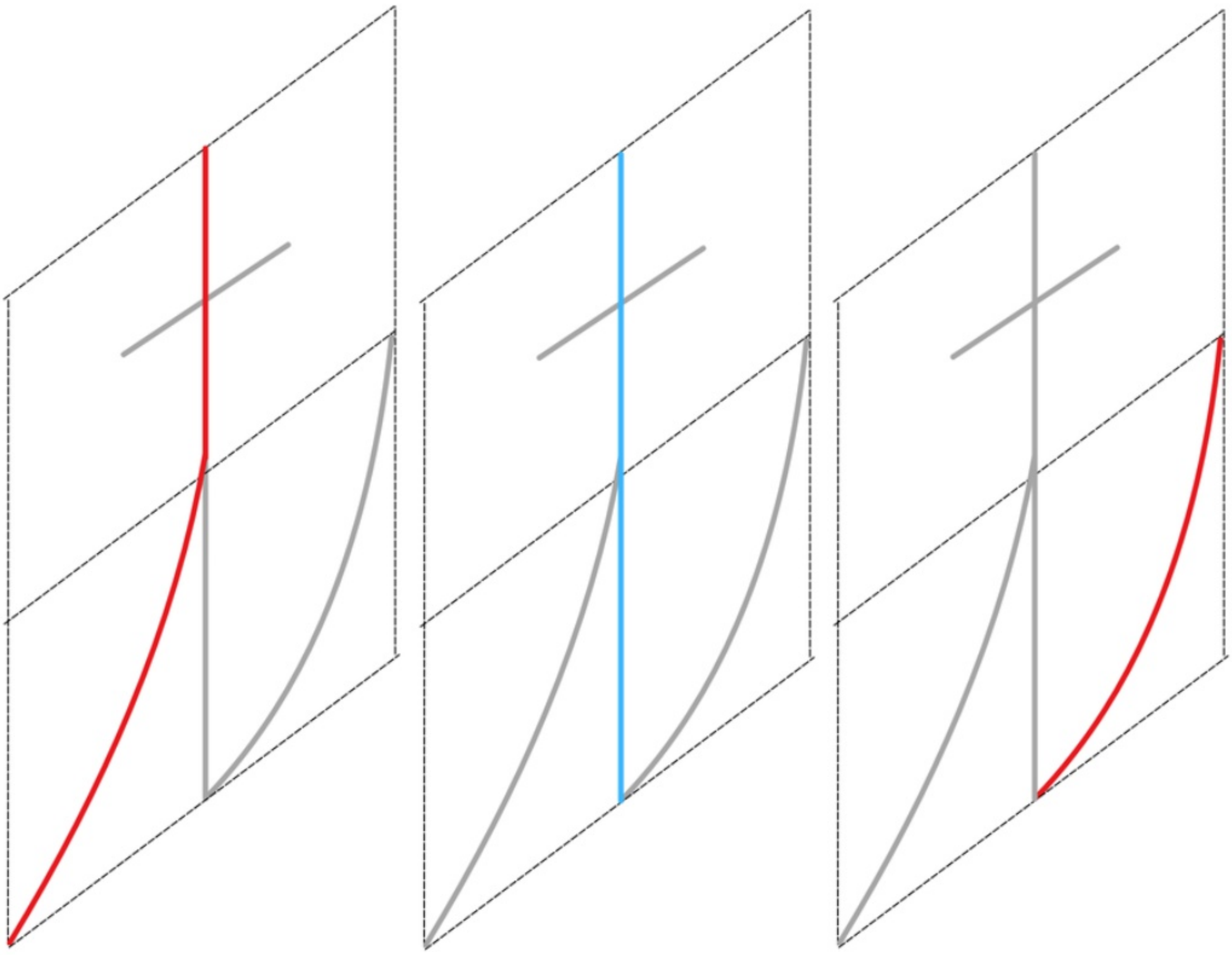

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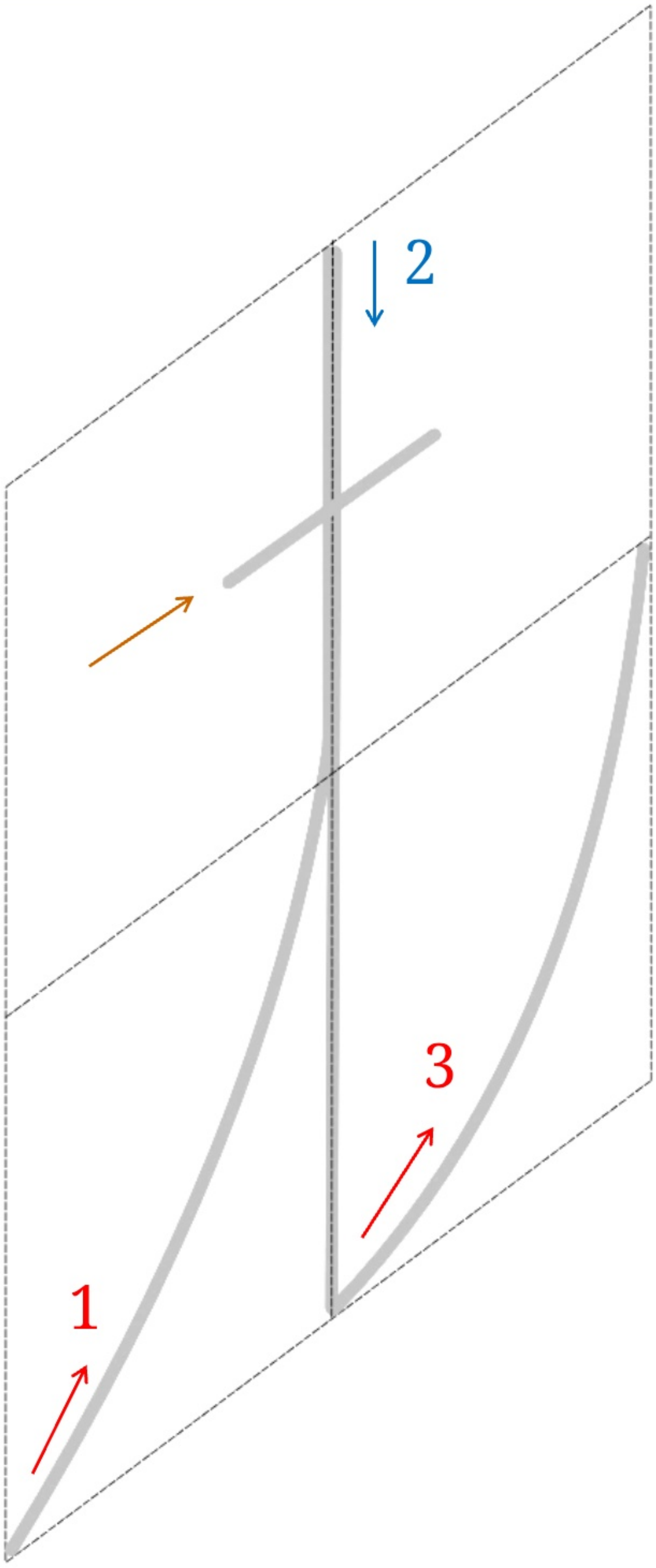

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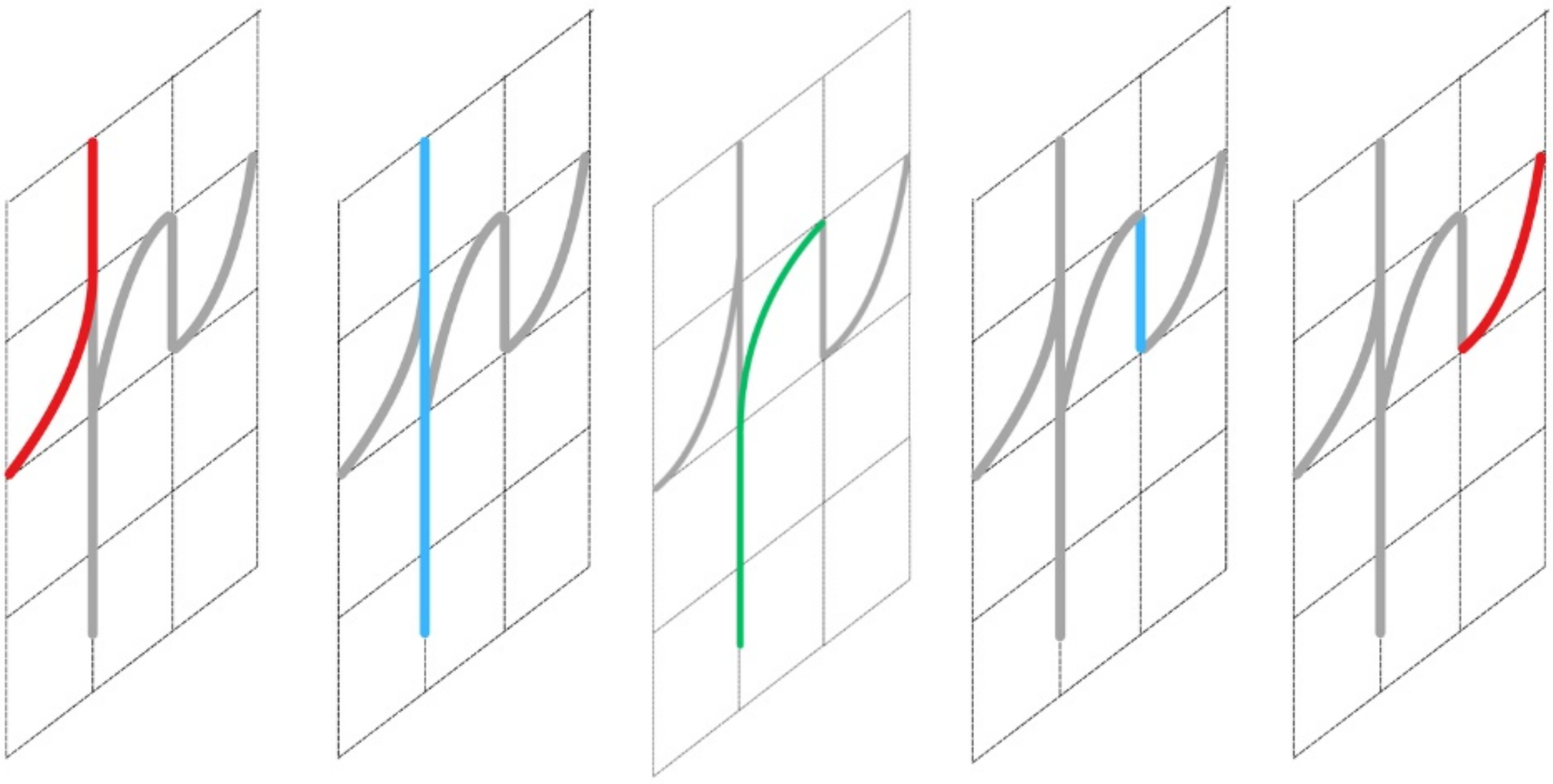

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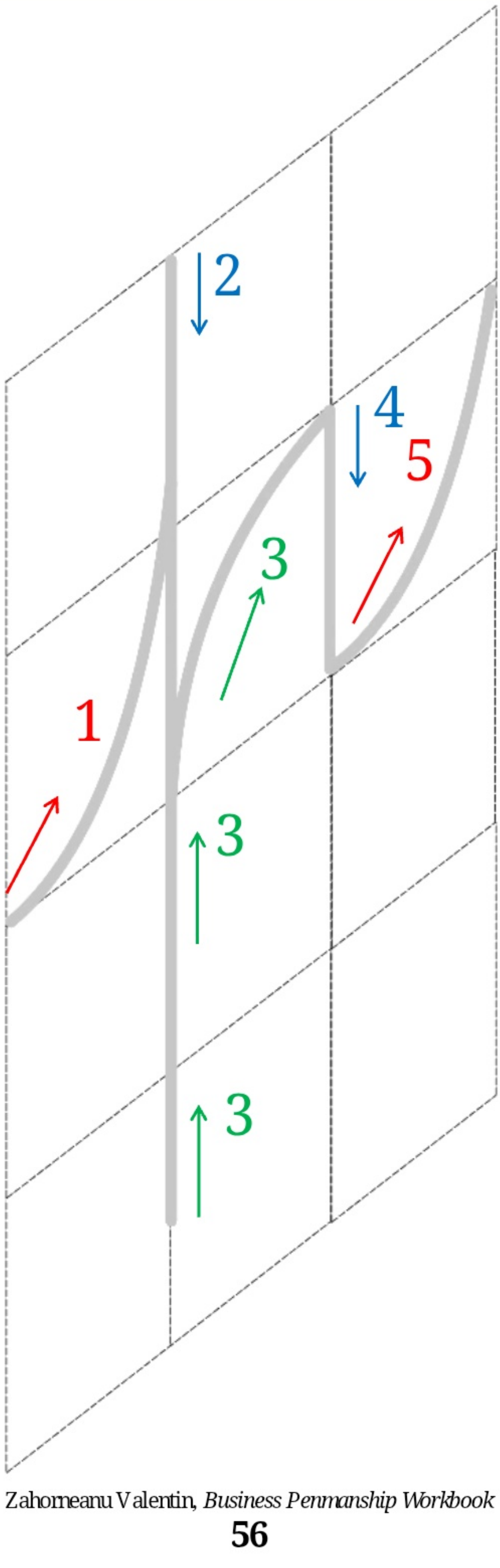

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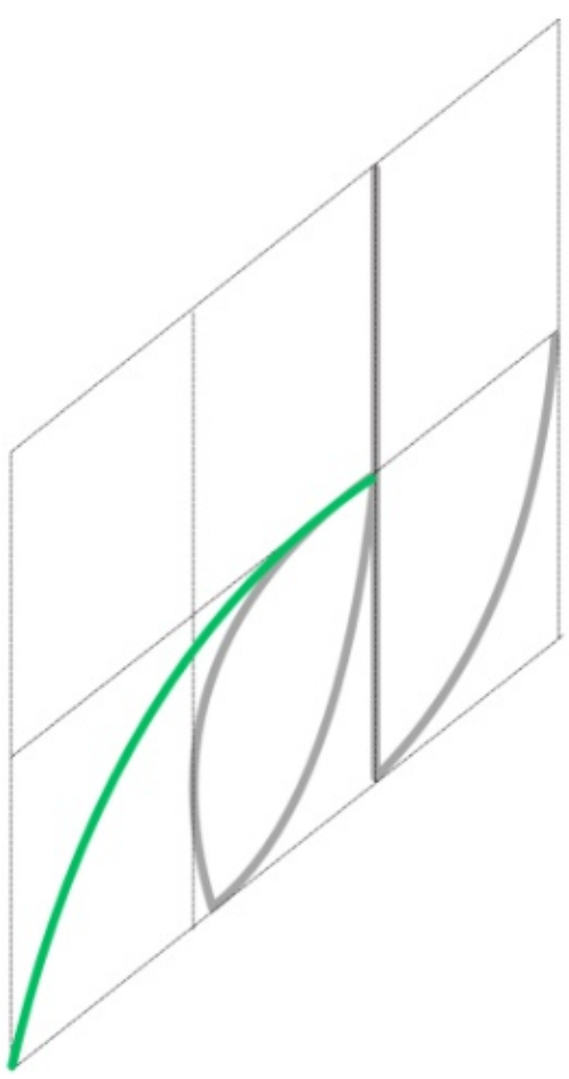

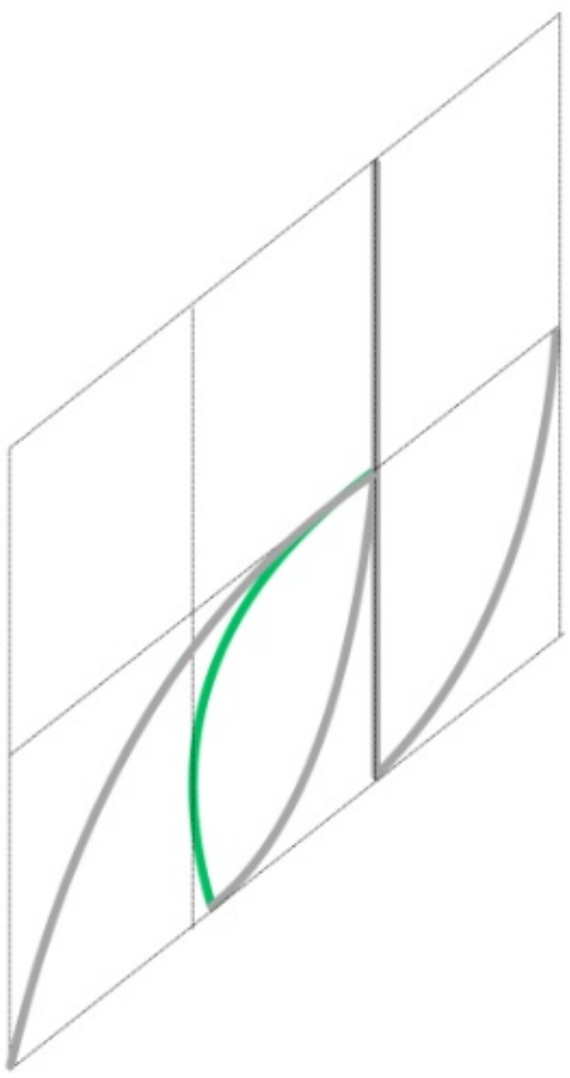

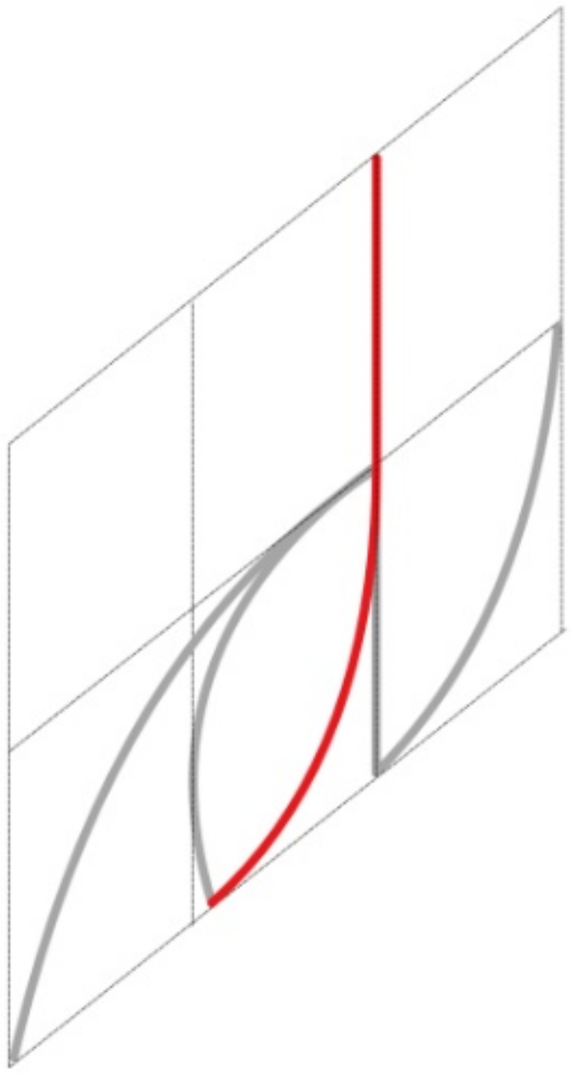

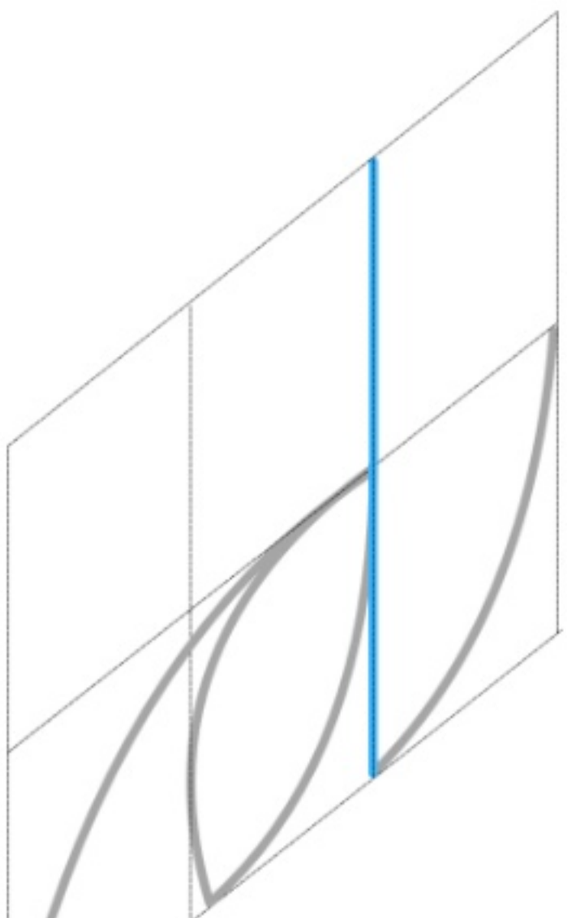

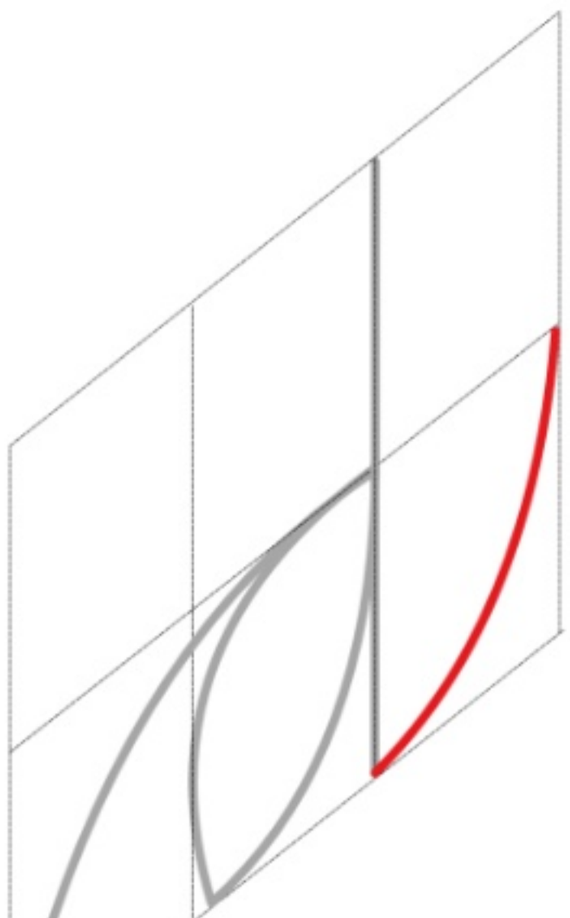

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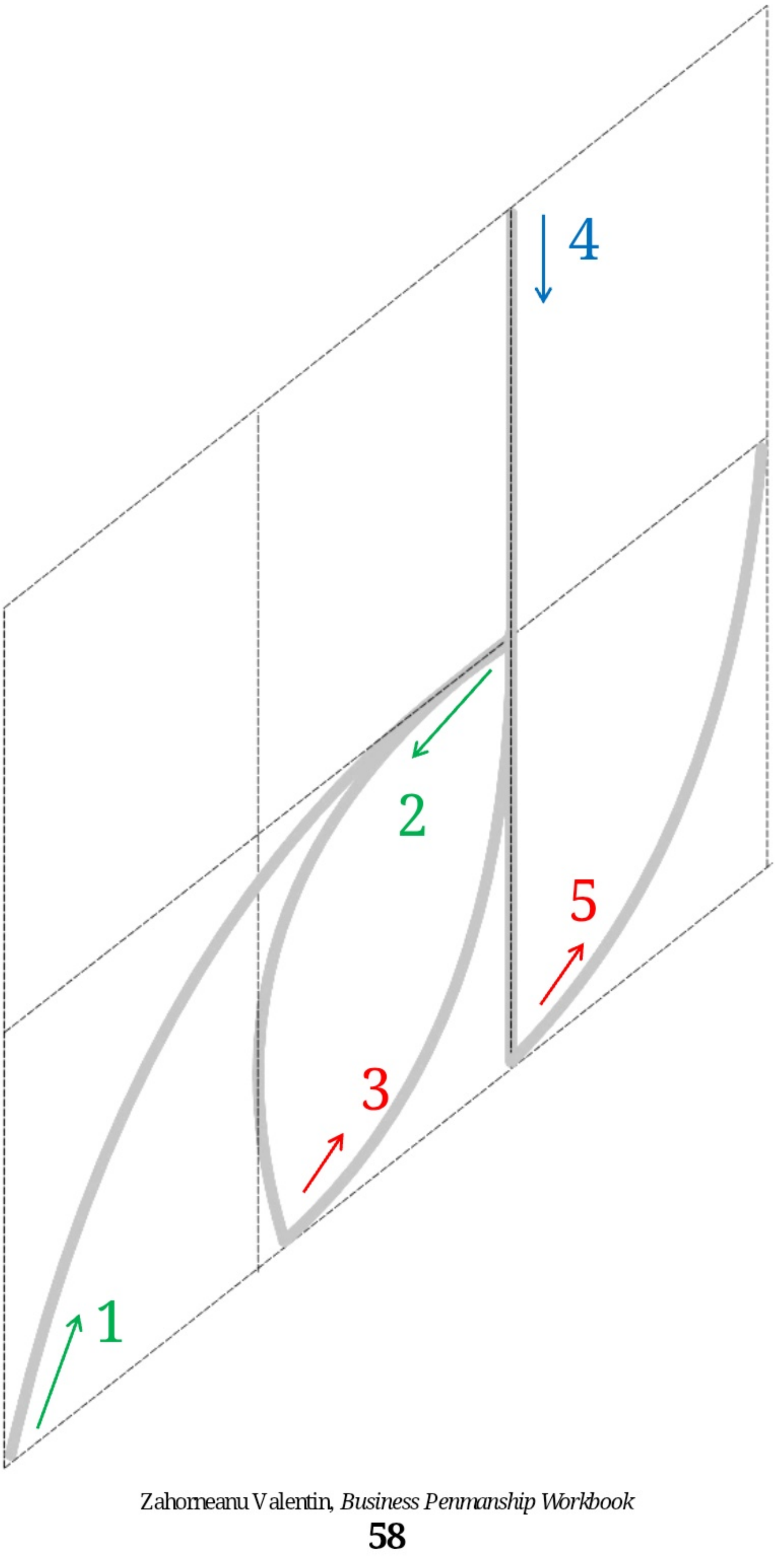

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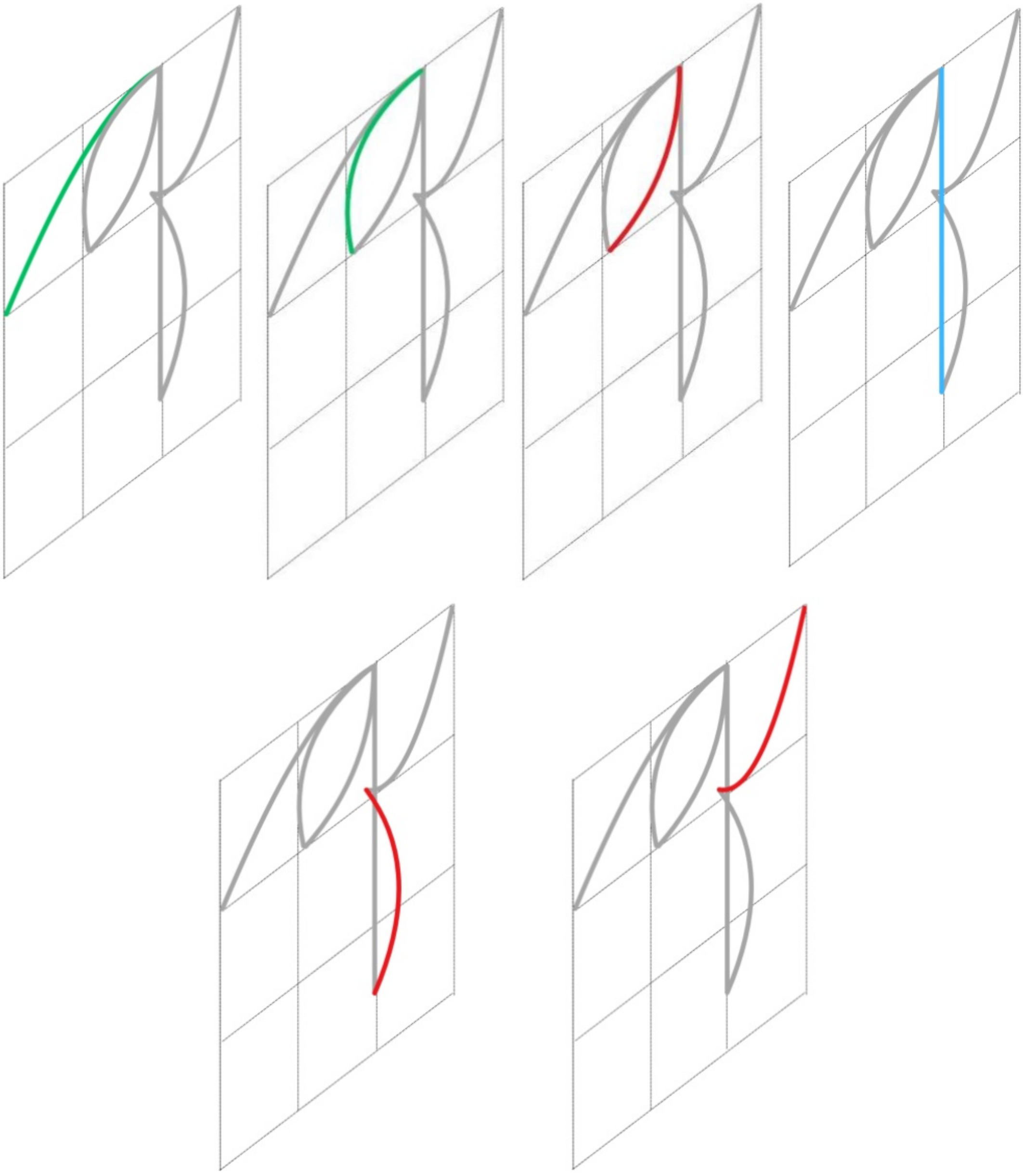

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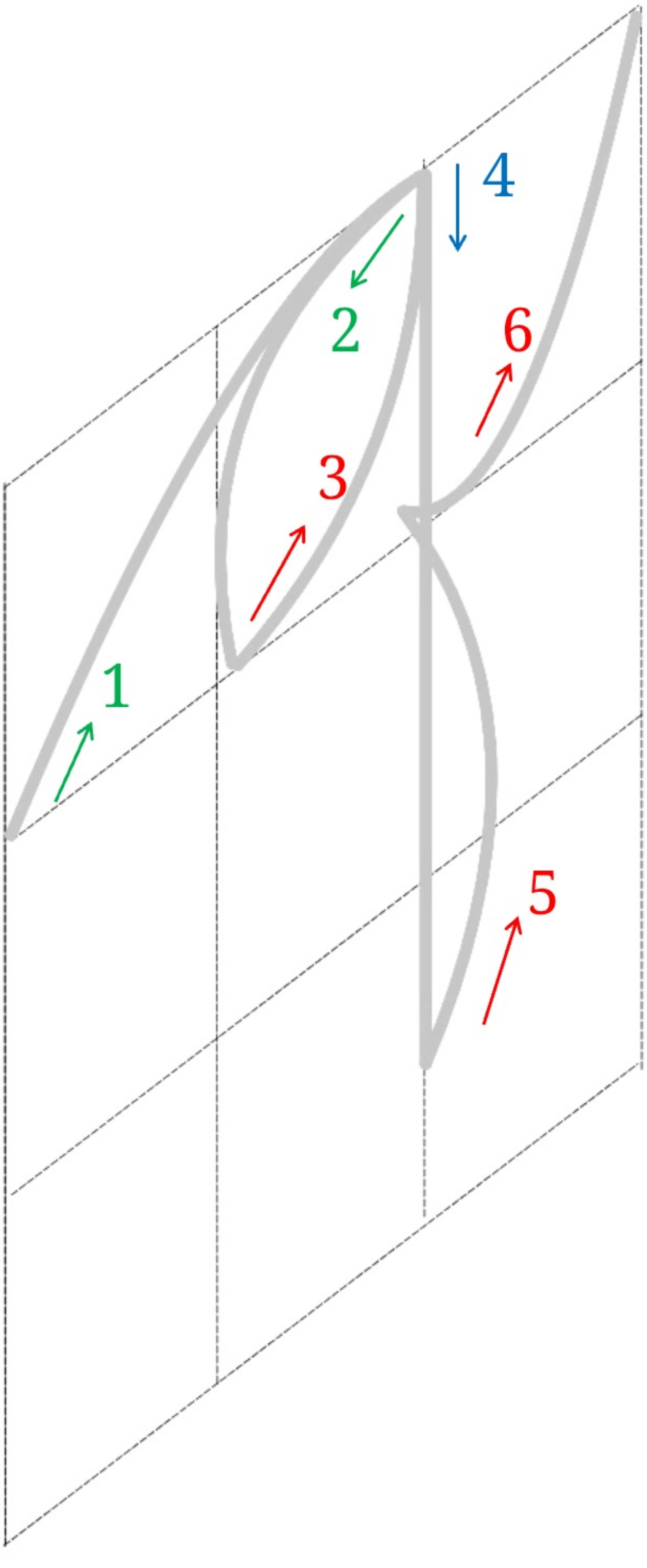

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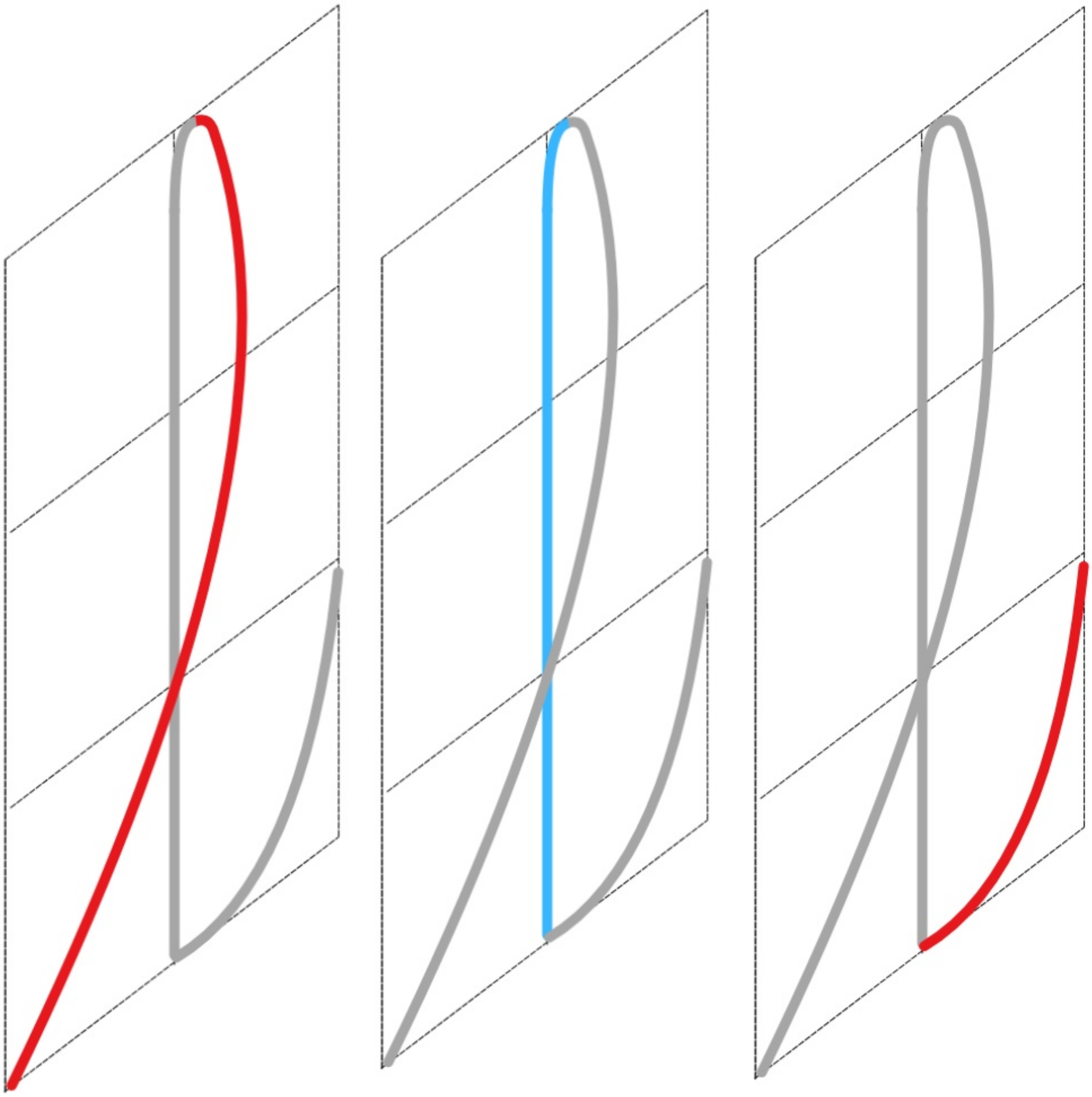

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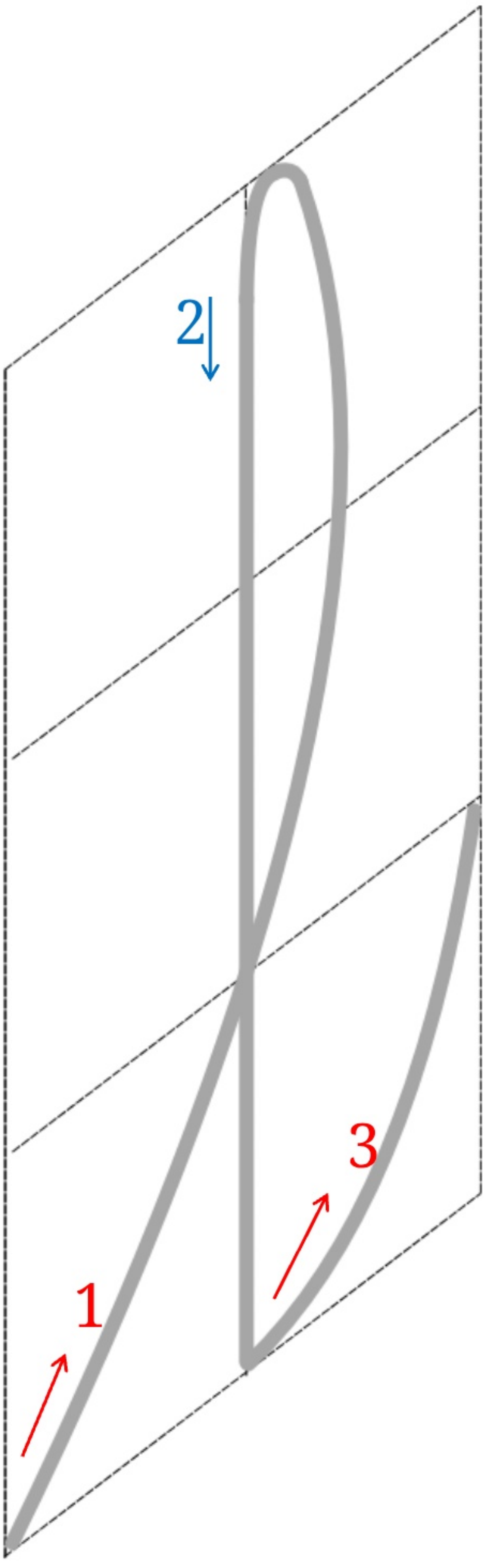

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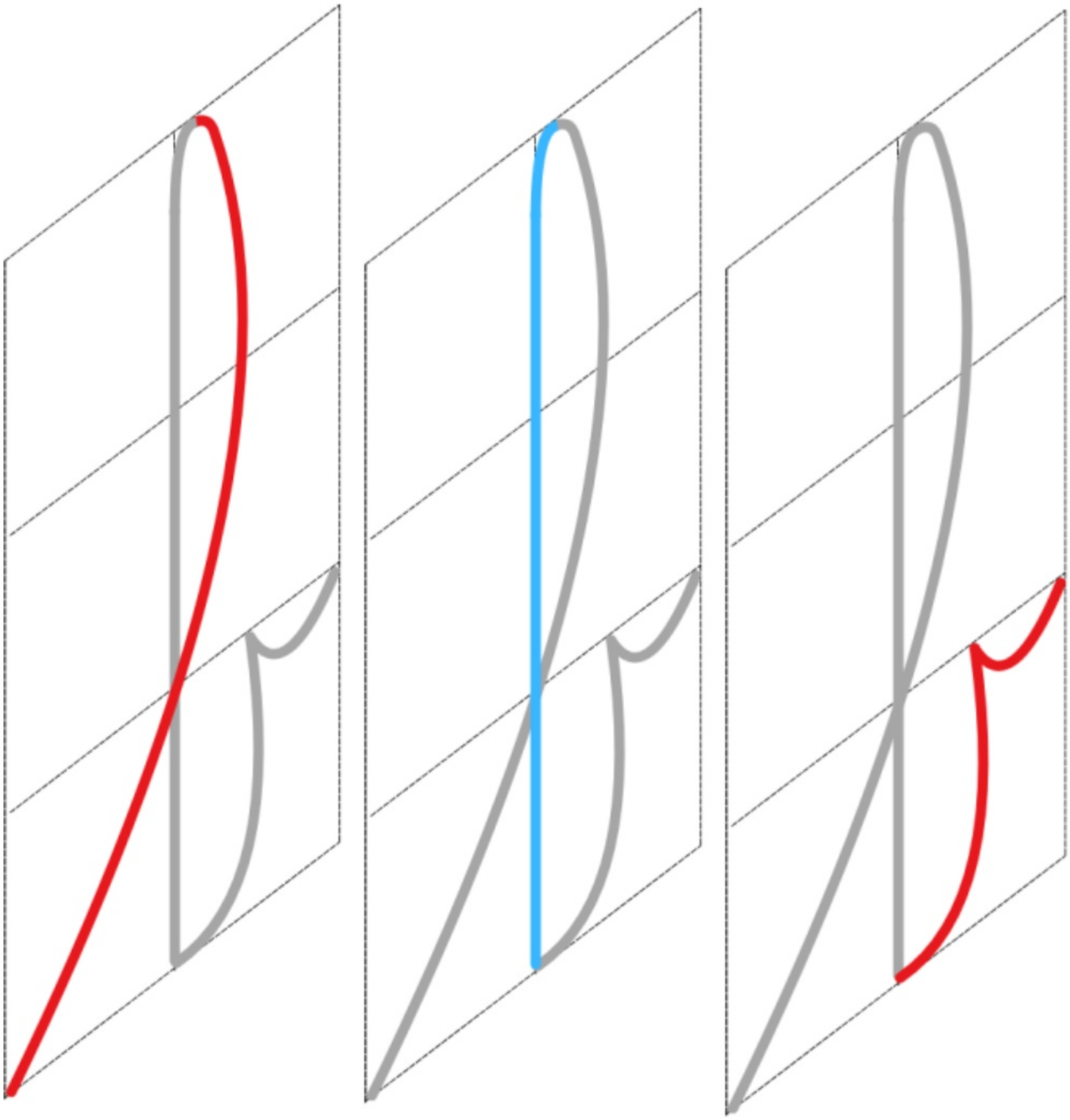

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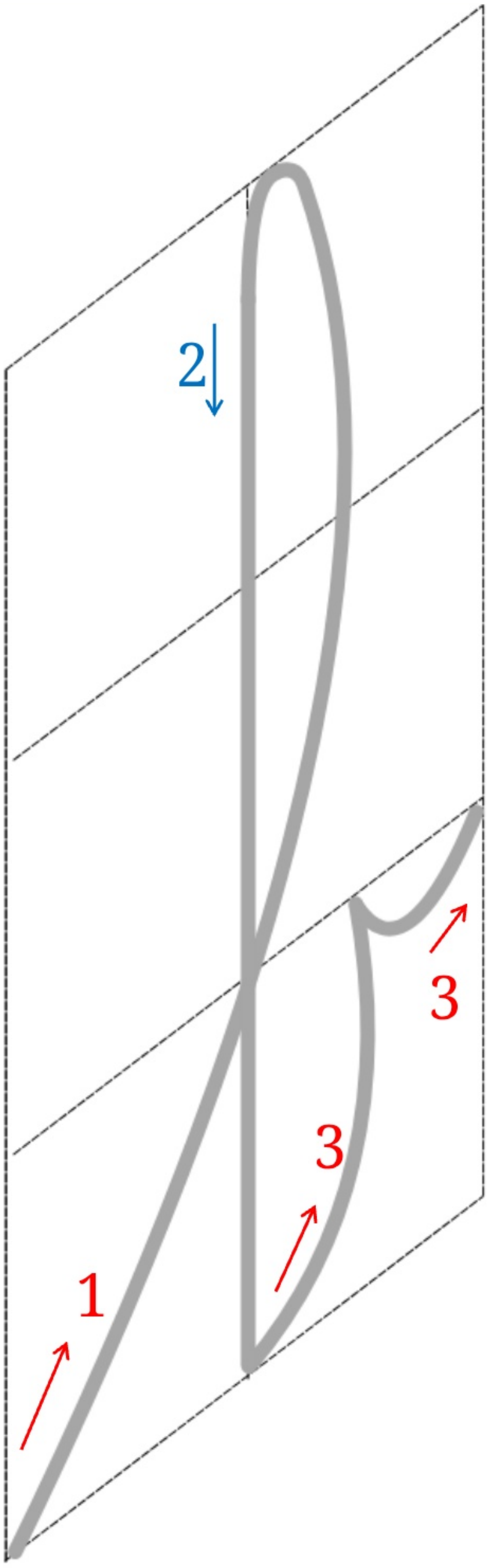

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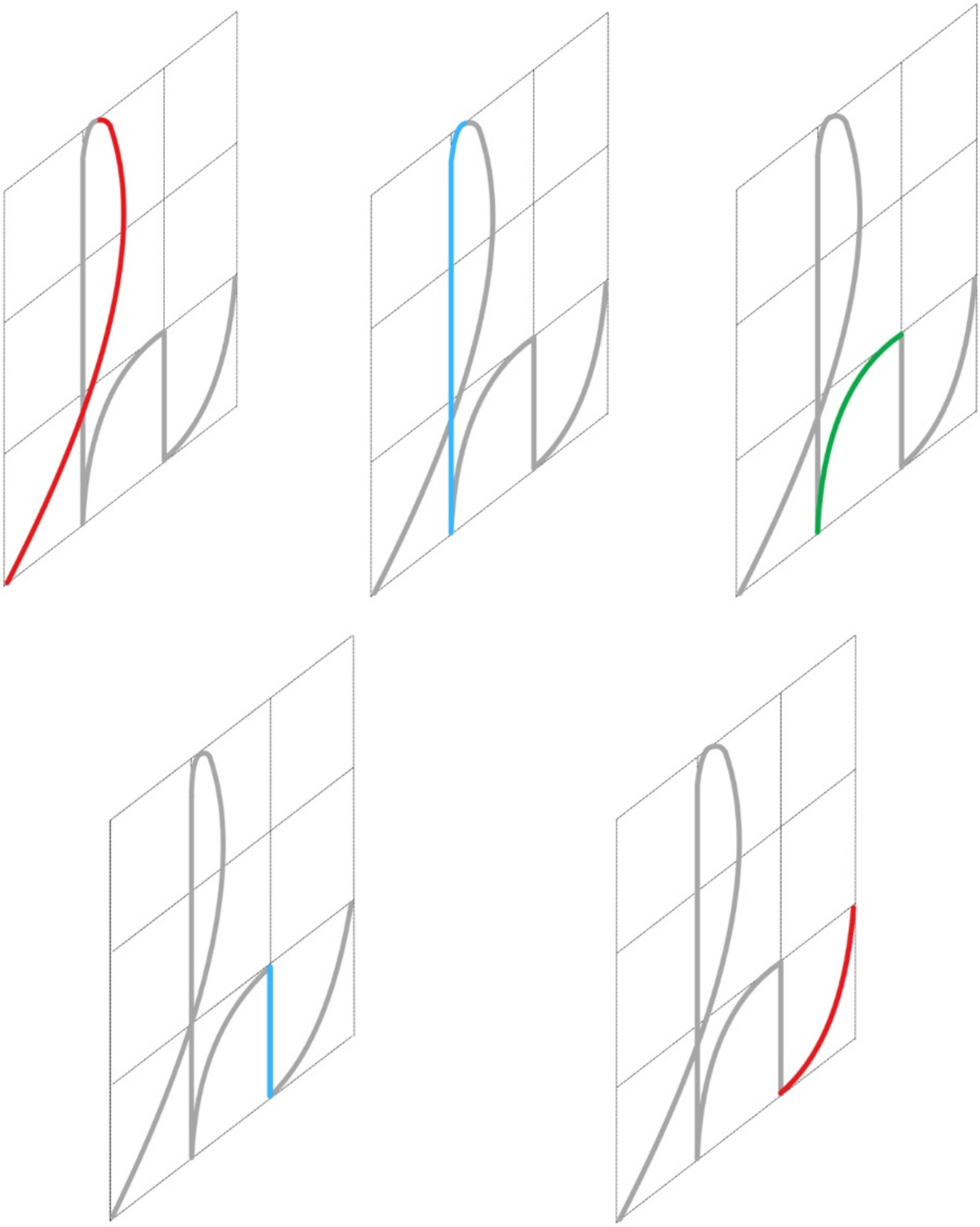

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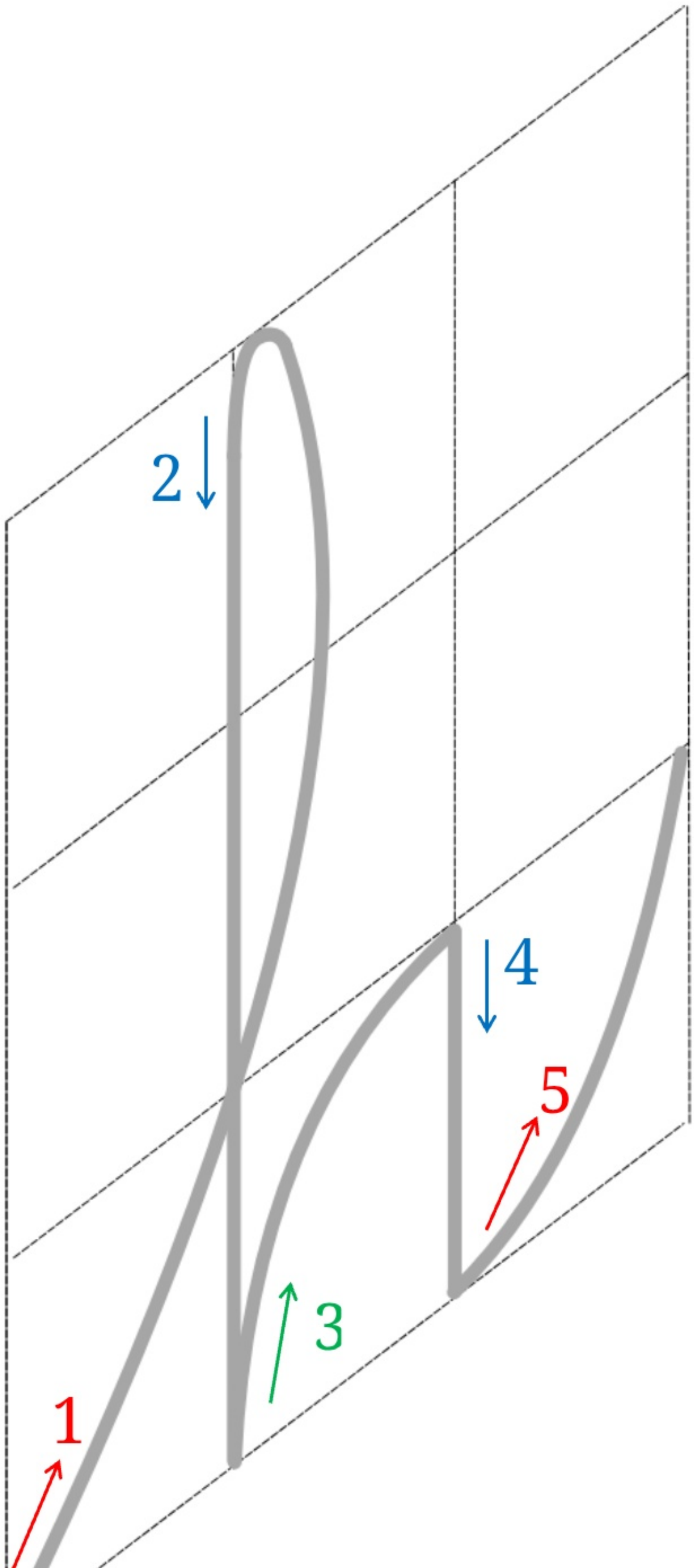

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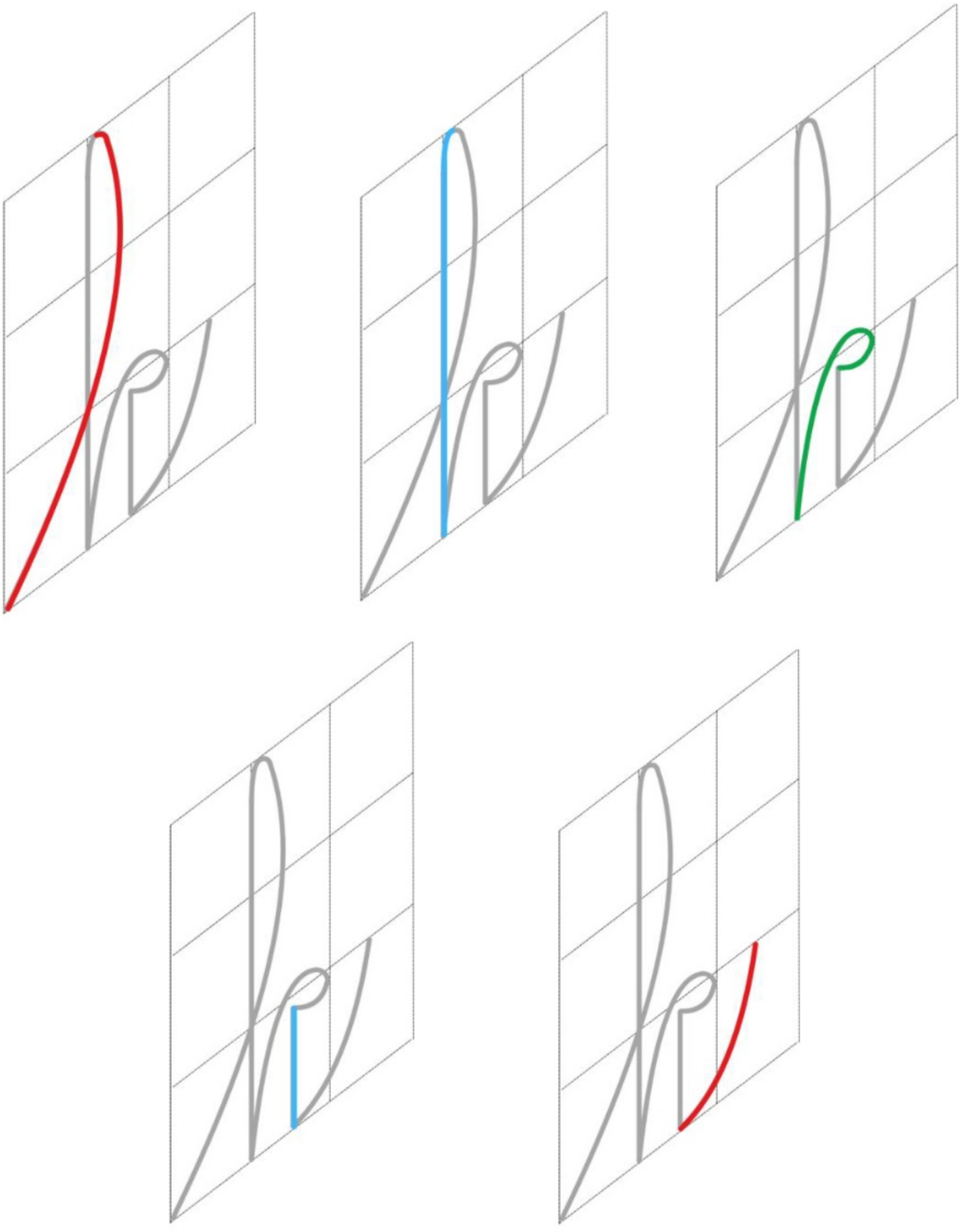

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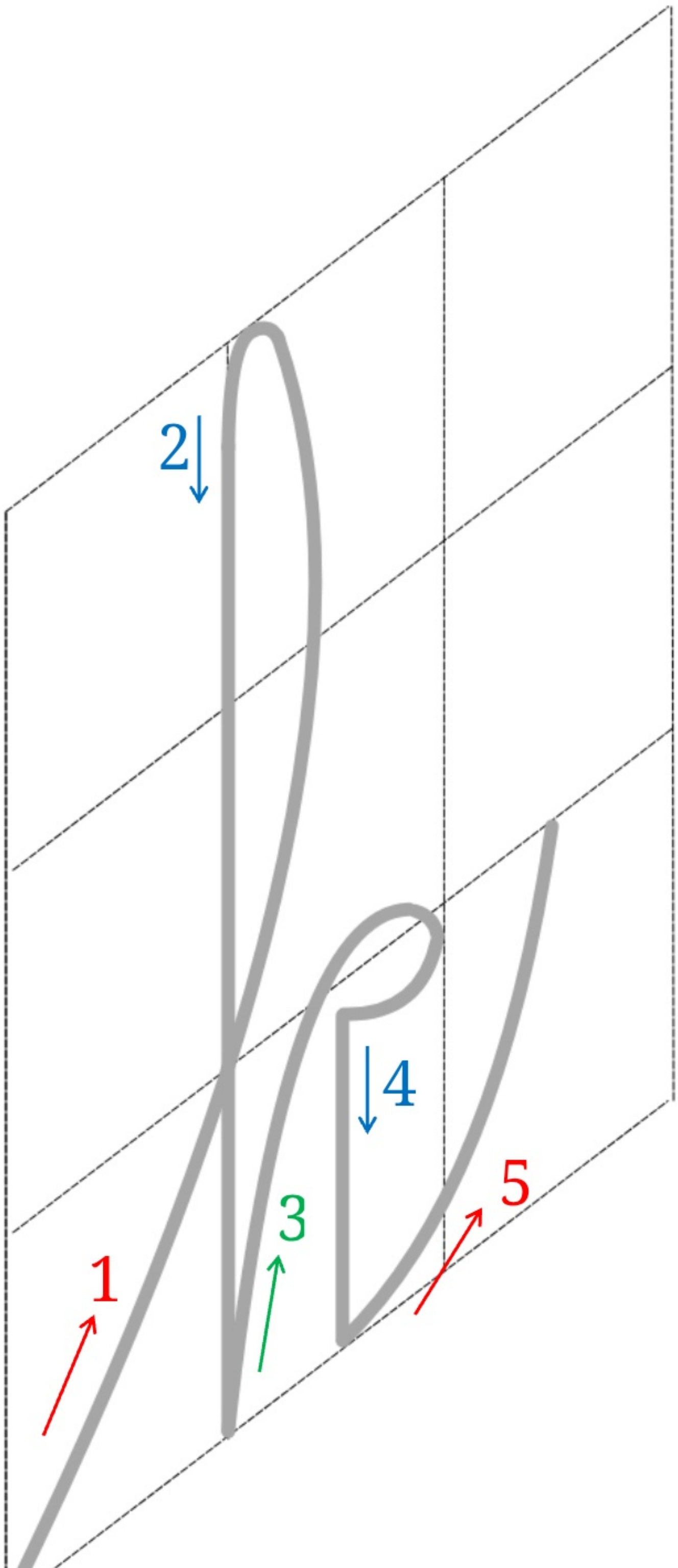

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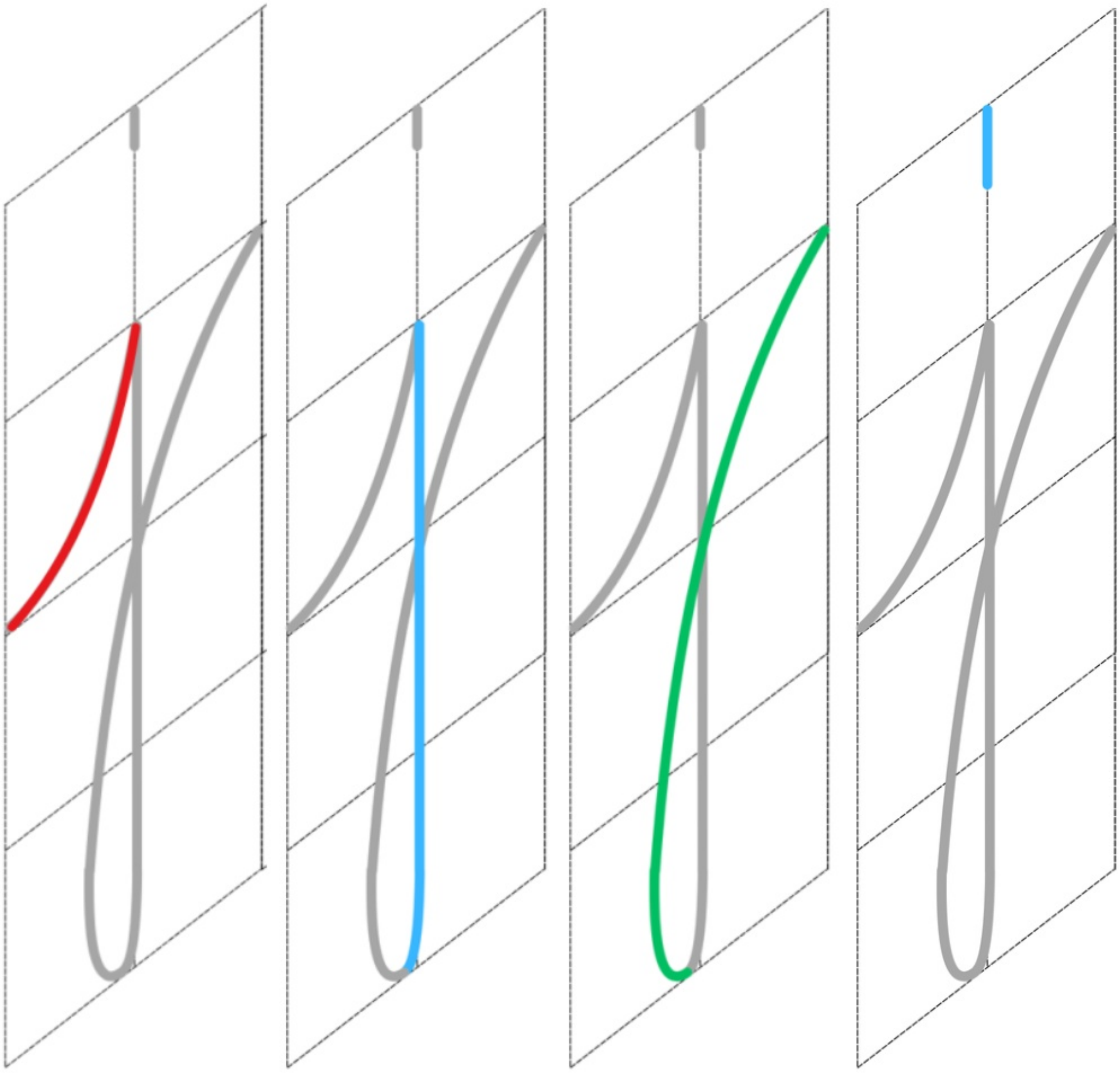

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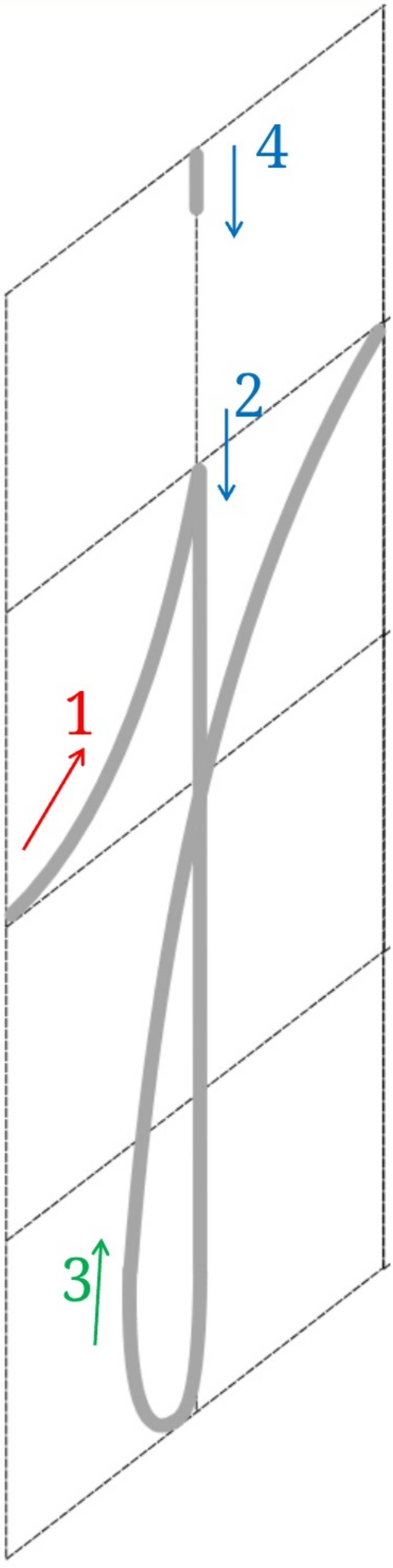

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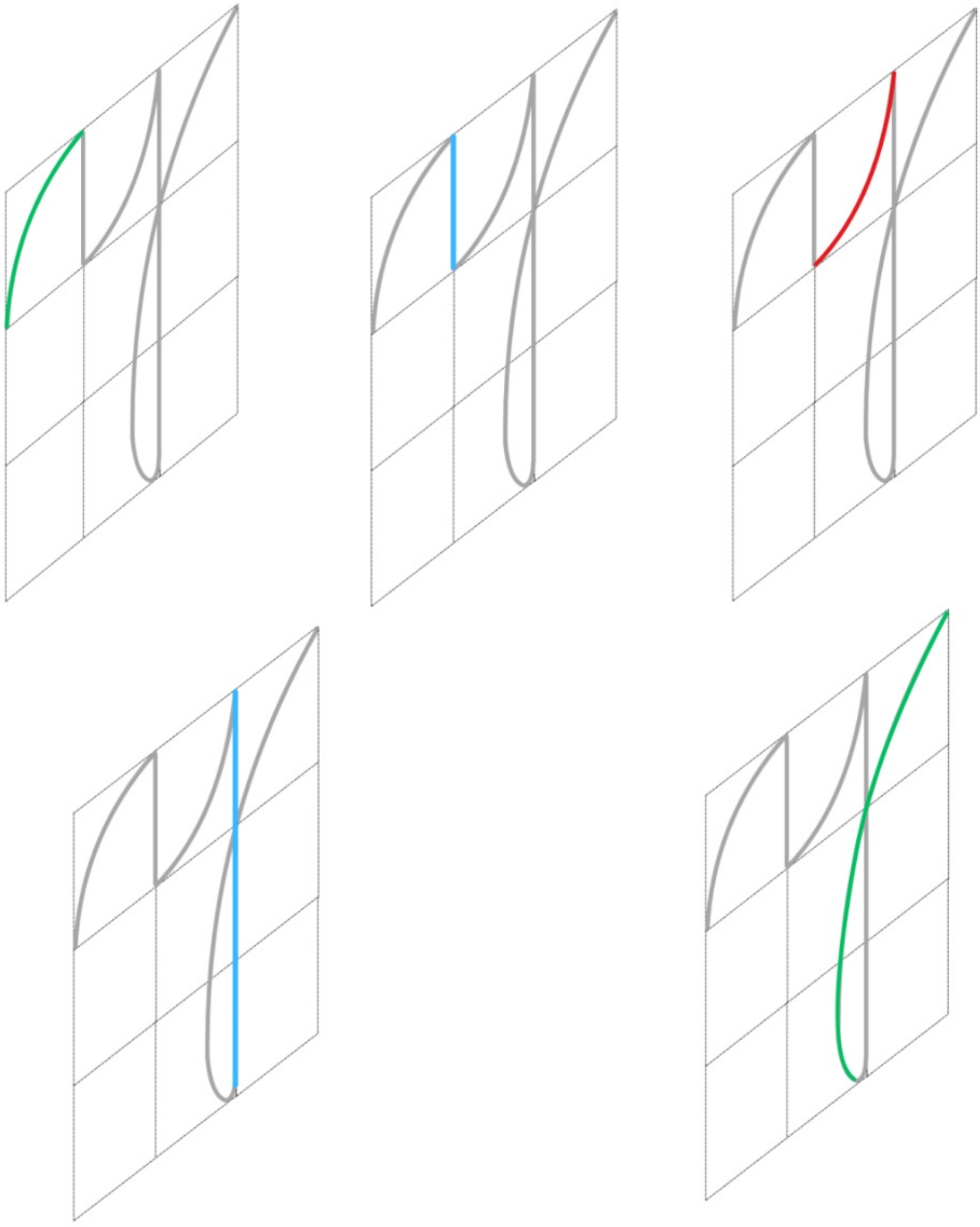

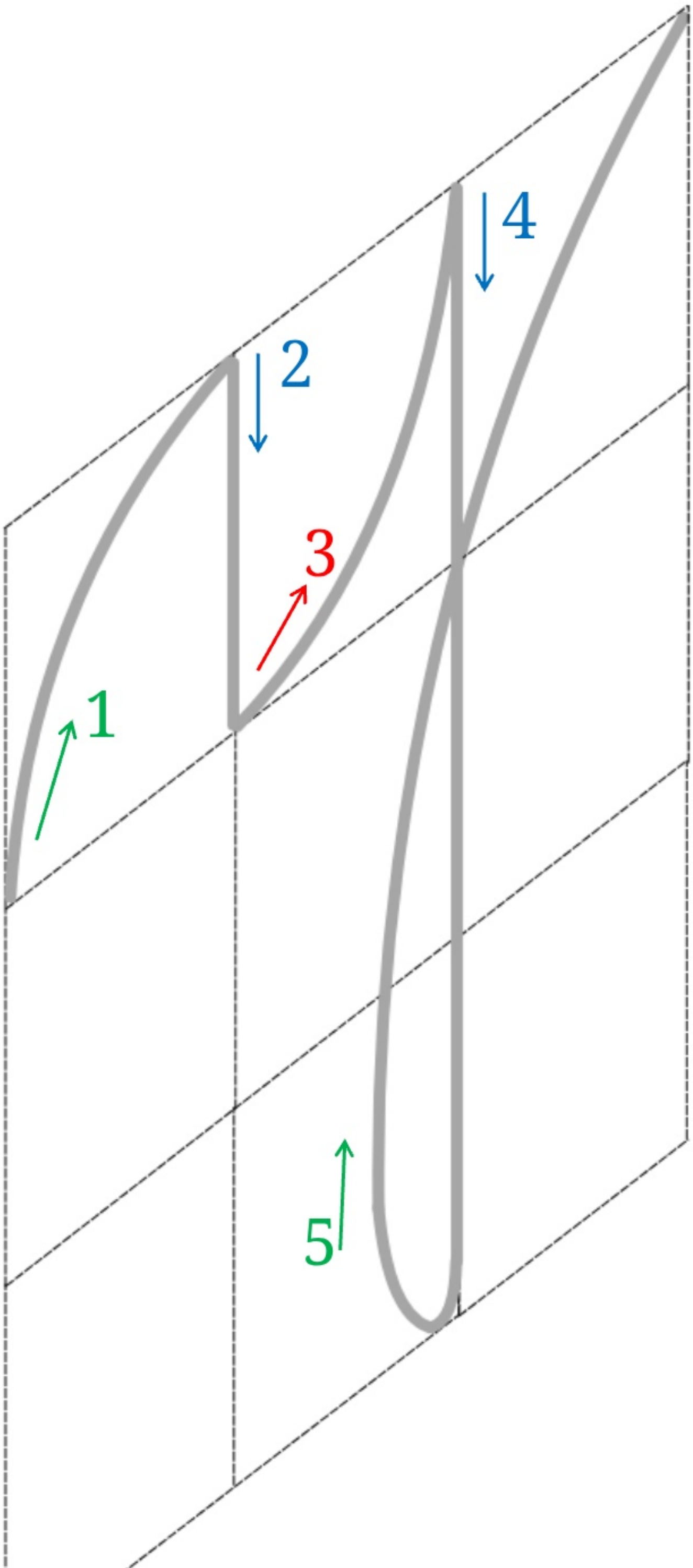
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Group 5

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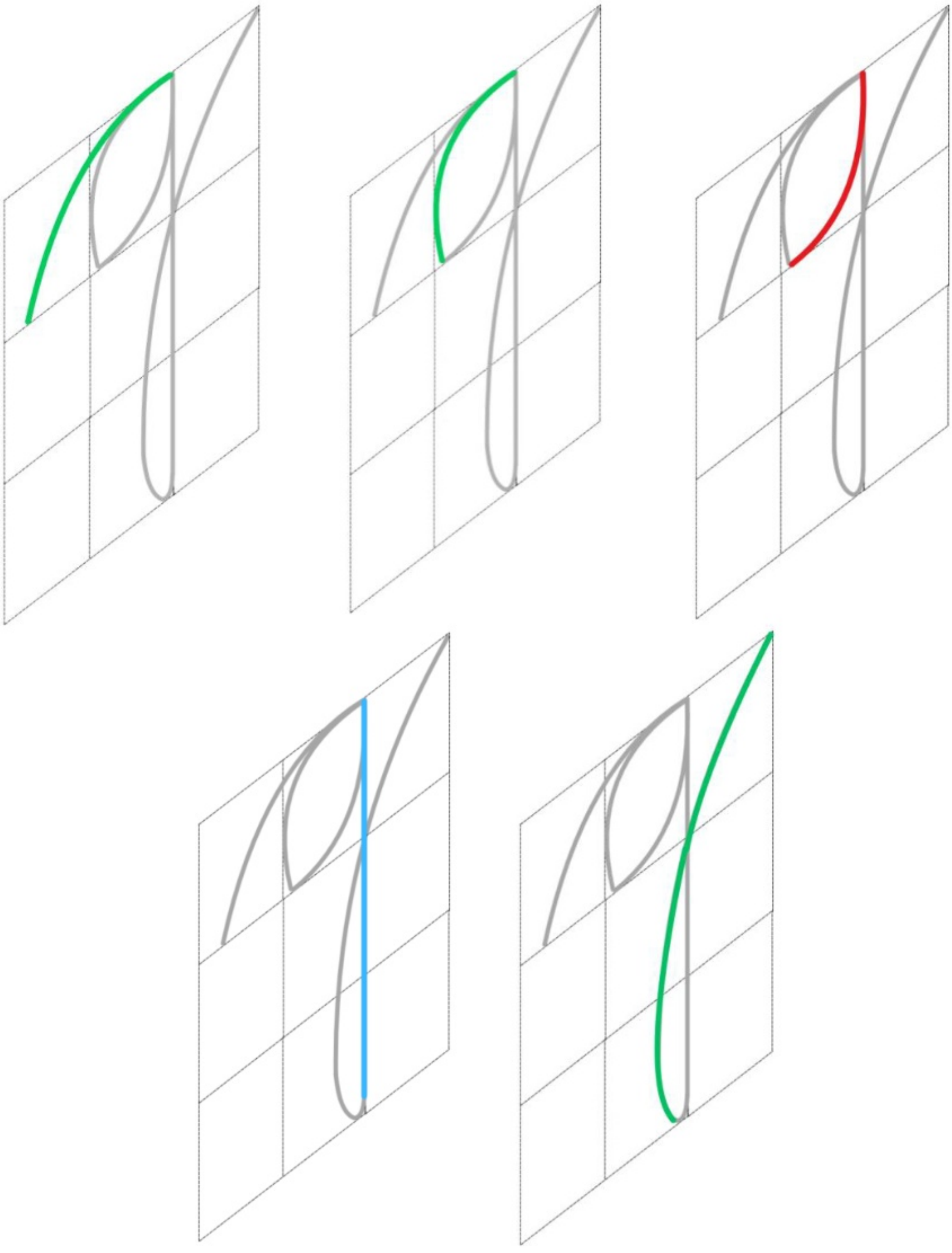

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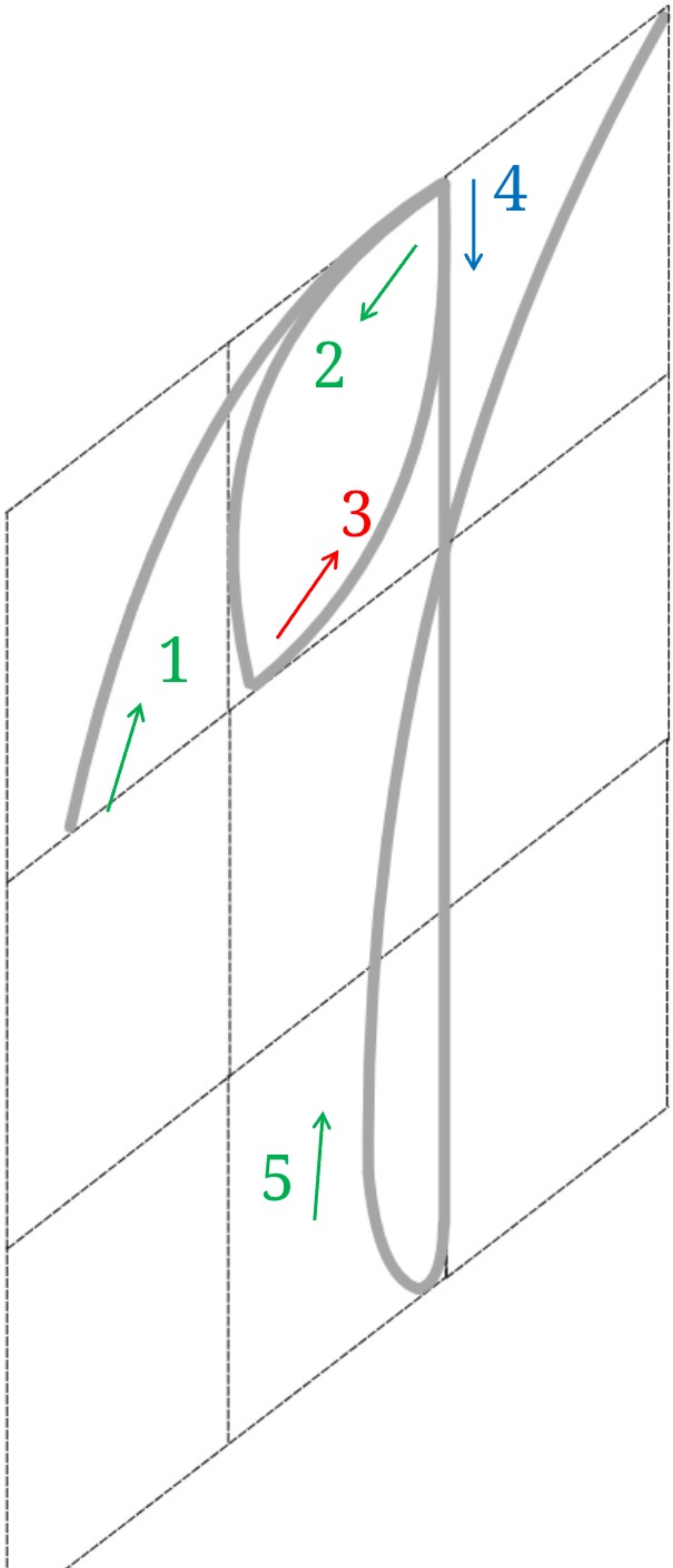

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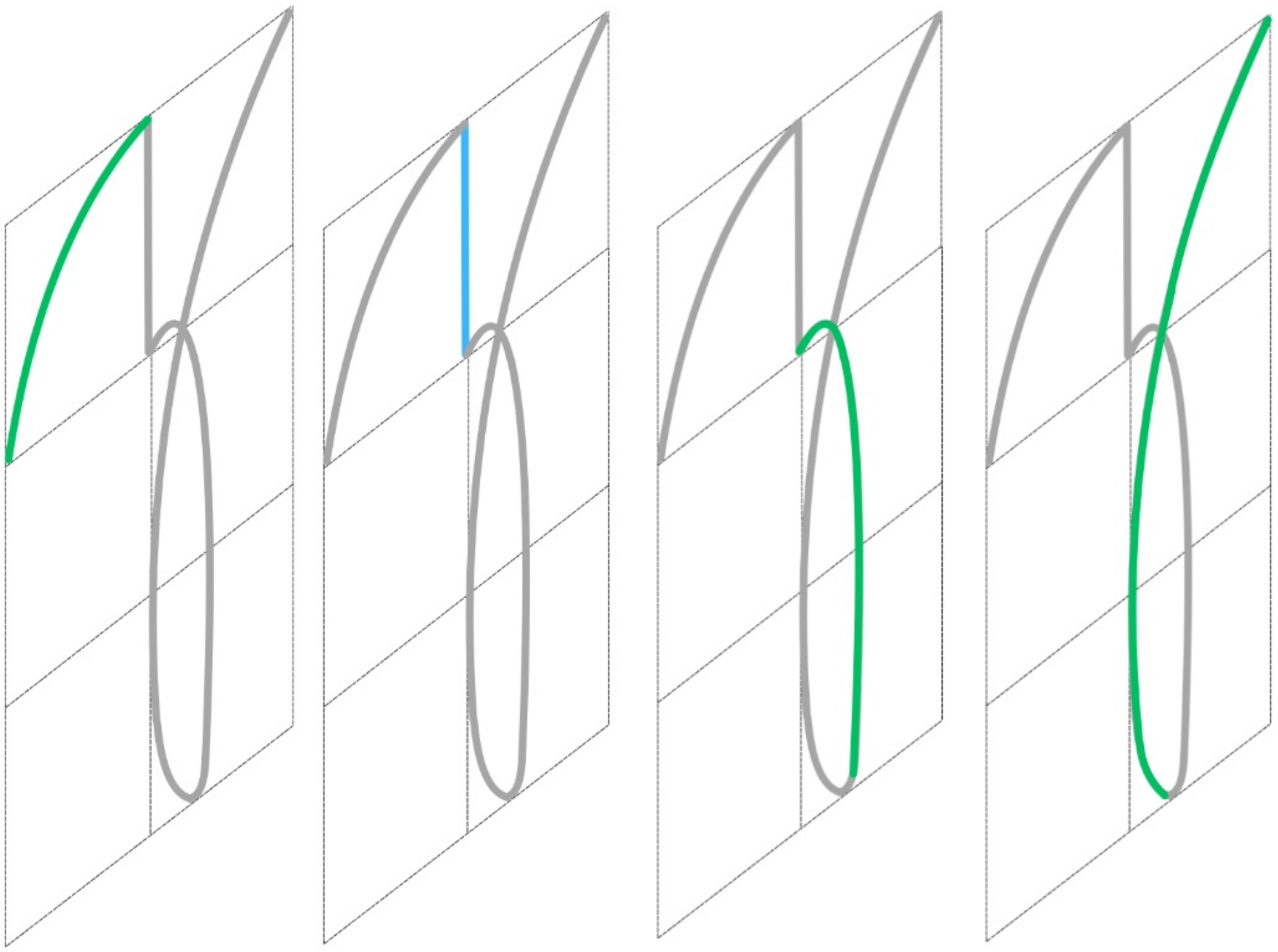

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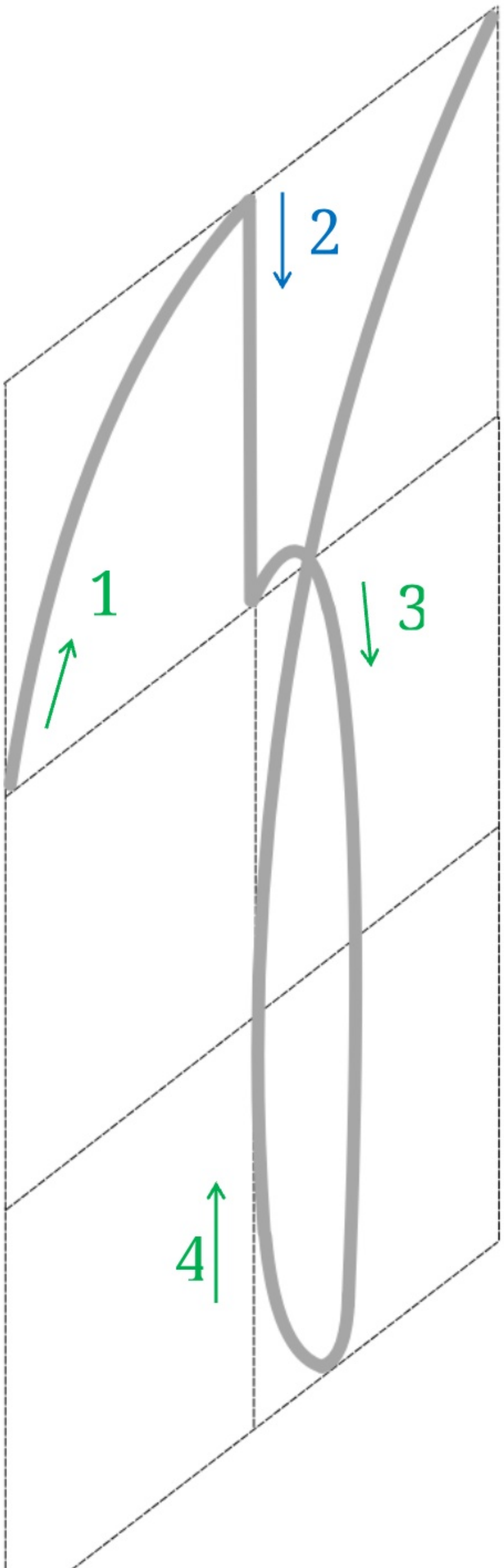

Group 5

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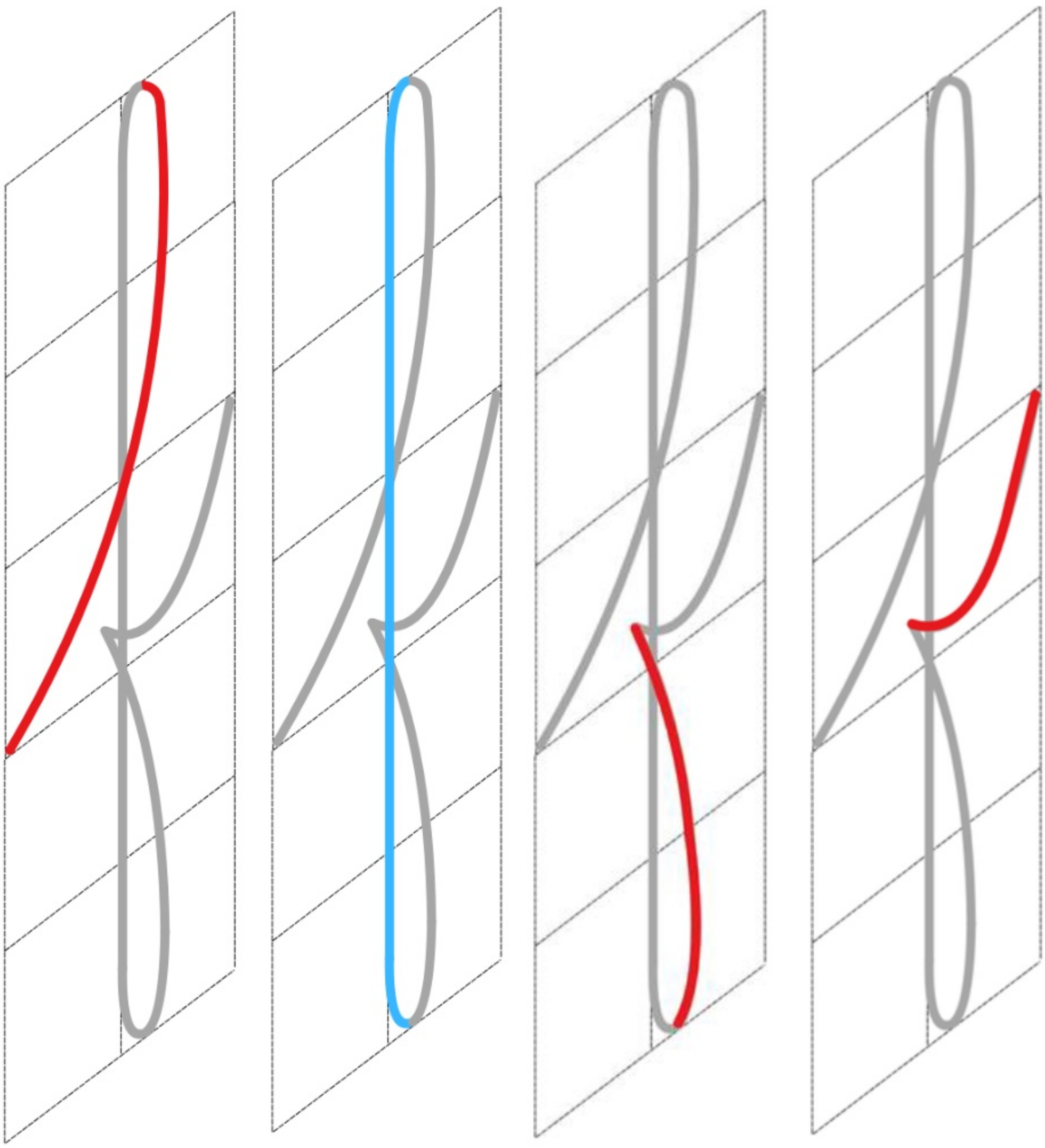

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